

AGENDA

COMMITTEE ON COMMUNITY IMPROVEMENT

April 4, 2006

**Aldermen Garrity, O'Neil,
Osborne, Gatsas, Duval**

6:00 PM

**Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman Garrity calls the meeting to order.
2. The Clerk calls the roll.
3. Ratify and confirm poll approving a request of the Police Department to replace a 1998 vehicle with a Ford Ranger at a cost of \$19,554, with recommendation that \$6,003.66 be transferred from contingency to MER account to cover the cost.
(Aldermen Garrity, Gatsas, Duval, Osborne in favor; Alderman O'Neil not reached.)
Gentlemen, what is your pleasure?
4. Ratify and confirm poll approving \$30,000 in additional funds to be transferred from the Fire Station Re-roofing Project to the South Willow/South Maple Street intersection improvements, for a total of \$80,000 to be appropriated for the project, with concurrent recommendation that the \$30,000 request to the Planning Board for funding from the South Willow Street Area Improvement funds be withdrawn.
(Unanimous)
Gentlemen, what is your pleasure?
5. Amending resolution and budget authorization authorizing and appropriating funds in the amount of Two Hundred Thirty Nine Thousand Eight Hundred Thirty Six Dollars (\$239,836) for FY2006 CIP 412206 Radio Interoperability Grant Program.
Gentlemen, what is your pleasure?

6. Communication from Alderman Osborne requesting consideration be given to intersection improvements at Massabesic Street/Old Falls Road.

Gentlemen, what is your pleasure?

7. Communication from Fire Chief Kane requesting approval to utilize a spare former police cruiser for it's Fire Prevention Bureau.

Gentlemen, what is your pleasure?

8. Communication from Bruce Thomas, Engineering Manager, seeking authorization to accept funds of \$40,000 from MembersFirst Credit Union and Ben Gamache Enterprises to share the cost of landscaping of Kosciuszko Park with the balance of \$29,887 paid with Downtown Improvement funds remaining from last year.

Gentlemen, what is your pleasure?

9. Communication from Robert MacKenzie, Director of Planning, advising that Manchester Neighborhood Housing Services has requested revised terms of the City's HOME loan to meet the underwriting criteria of the primary lenders.

Gentlemen, what is your pleasure?

10. Communication from Kevin Sheppard, Deputy Public Works Director, submitting additional information regarding city vehicle usage as previously requested by the committee at its last meeting.

Gentlemen, what is your pleasure?

11. Departmental responses regarding grant activities as previously requested by the committee at its last meeting.

Gentlemen, what is your pleasure?

12. Communication from Ken Gelinas requesting \$10,000-\$15,000 to upgrade the pump, mortar/paint and seal the Civil War Memorial Fountain in Veterans Park.

Gentleman, what is your pleasure?

TABLED ITEM

A motion is in order to remove the following item from the table for discussion.

13. Funding for the Weston Tower project.
(Tabled 04/12/2005)

14. If there is no further business, a motion is in order to adjourn.



John A. Jaskolka
Chief

City of Manchester Police Department

Ralph Miller Public Safety Center
351 Chestnut Street Manchester, New Hampshire 03101-2294
(603) 668-8711 Business Phone
(603) 668-8941 Main Fax
(603) 628-6137 Administrative Offices Fax

Commission

Calvin T. Cramer
John J. Tenn
Nury Marquez
Thomas D. Noonan
Thomas J. Hammond

Deputy Chiefs

Richard P. O'Leary
Glenn S. Leidemer
Gary T. Simmons

Executive Secretary

Kim Demers

Honorable Mayor Frank C. Guinta
One City Hall Plaza
Manchester, NH 03101

Re: single vehicle replacement

Honorable Mayor:

Recently the vehicle utilized to transport our Scofflaw boots and PCO had mechanical difficulties resulting in a dead engine and transmission. Our Garage supervisor indicates a new engine and transmission would cost approximately \$4,000. In his opinion this 1998 vehicle with 115K miles isn't worth fixing. The floorboards are rusting and he believes we would be throwing money away. This vehicle was on the list of considered vehicles to replace in fiscal year 2007.

Had the vehicle made it to our replacement cycle our intent would have been to replace it with a pick up truck with a sliding shelf, allowing easy access for the boots as well as a more suitable vehicle for this purpose.

I'm advised that the price under State Bid for a Ford Ranger 4x4 is \$17,954.00. We would suggest a rear locking cover and slider at a cost of \$1,600, the entire purchase totaling \$19,554.00. We have \$13,550.34 remaining in the MER account, leaving a deficit for the purchase of this vehicle at \$6,003.66.

It was suggested to us that this additional funding could come from contingency. With that understanding I would ask that consideration be given to allocating this money to make the purchase. Our garage supervisor had identified two vehicles remaining that could be purchased under the State bid. One vehicle has since been sold, so time is of the essence.

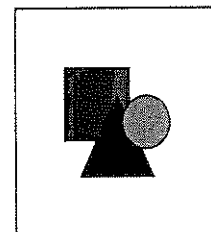
In the meantime we are utilizing another vehicle for scofflaws, but this vehicle is also used for outdoor range qualifications which will commence shortly.

I appreciate any consideration you could give to this request.

Sincerely,

Gary T. Simmons
Deputy Chief - Administration

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



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City of Manchester New Hampshire

In the year Two Thousand and Six

A RESOLUTION

“Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Thirty Nine Thousand Eight Hundred Thirty Six Dollars (\$239,836) for FY2006 CIP 412206 Radio Interoperability Grant Program.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds from the State of New Hampshire Department of Safety to improve the Police Department's radio interoperability with surrounding Fire Departments and EMS providers;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By adding:

FY2006 - CIP 412206 Radio Interoperability Grant Program - \$239,836 State

Resolved, that this Resolution shall take effect upon its passage.

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CIP BUDGET AUTHORIZATION

CIP #:	412206	Project Year:		CIP Resolution:	5/17/2005
Title:	Radio Interoperability Grant	Amending Resolution:	4/18/2006		
Administering Department:	Police	Revision:			

Project Description: State Homeland Security funding for the purchase of VHF radios to improve the Police Department's radio interoperability capabilities with surrounding Fire Departments and EMS Providers.

Federal Grants

Federal Grant: No
 Grant Executed:

Environmental

Review Required: No
 Completed:

Critical Events

1	Program Initiation	4/18/06
2	Program Completion	6/30/07
3		
4		
5		

Expected Completion Date: 6/30/2007

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$239,836.00	\$0.00	\$0.00	\$239,836.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$239,836.00	\$0.00	\$0.00	\$239,836.00

Revisions

COMMENTS

Department authorization to expend funds is contingent upon receipt of grant.



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Members of the Committee on Community Improvement Program

From: Robert S. MacKenzie
Director of Planning

Date: March 27, 2006

Subject: Police Department – CIP #412206 – Radio Interoperability Grant Program

The Police Department has notified us that the City has the opportunity to apply for and receive funds from the State of New Hampshire Department of Safety totaling \$239,836 to improve the Department's radio interoperability with surrounding Fire Departments and EMS providers.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary for program initiation.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

Attachments:

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov



CITY OF MANCHESTER

Board of Aldermen



MEMORANDUM

To: Committee on Community Improvement

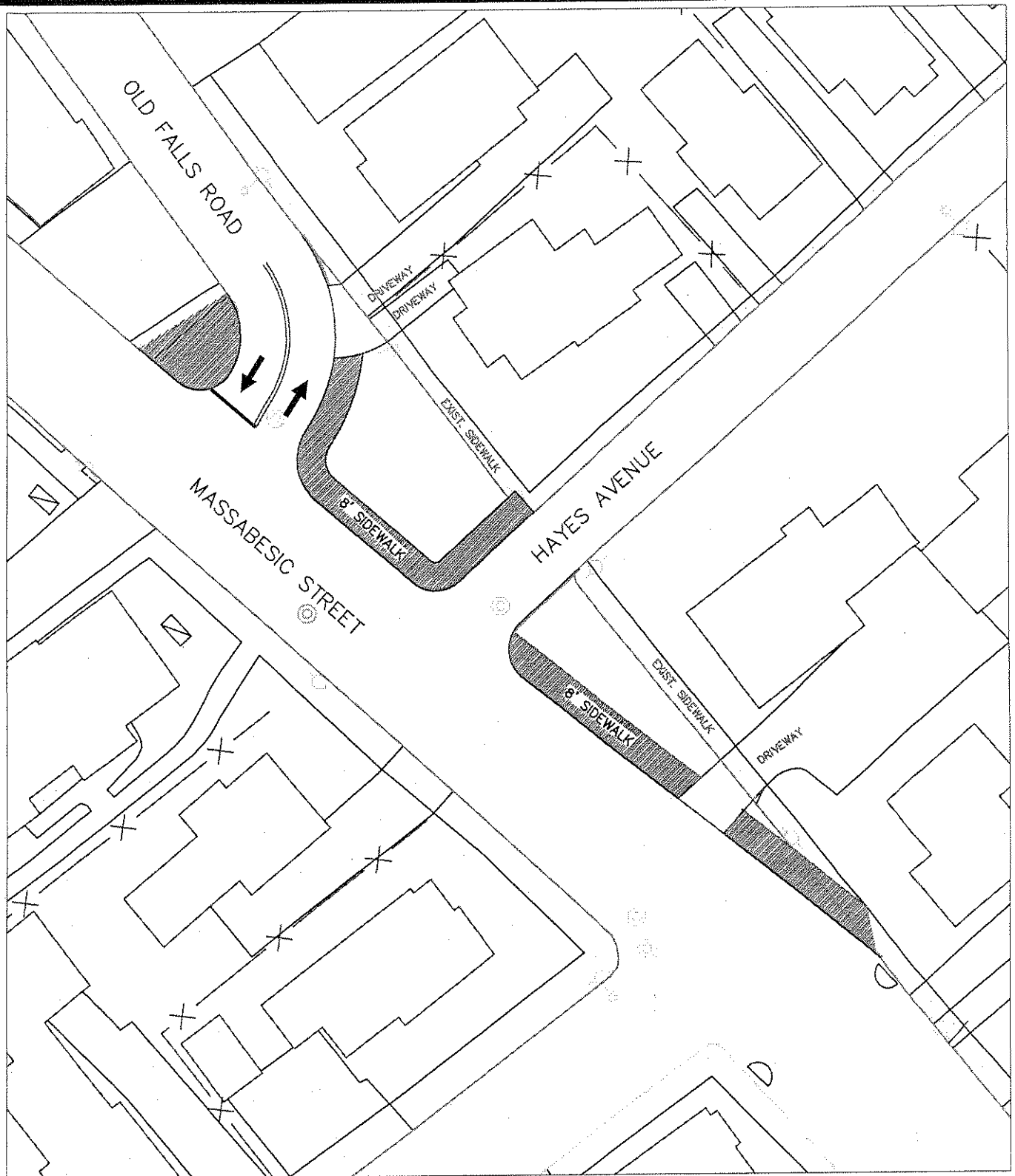
From: Alderman Osborne *EO*
3-1-12

Date: March 29, 2006

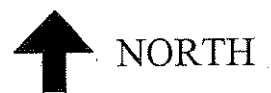
Re: Massabesic Street/Old Falls Road Intersection Improvements

I am requesting that the enclosed map regarding intersection improvements at Massabesic Street/Old Falls Road be submitted to the committee for consideration.

Enclosure



CONCEPT PLAN #1
MASSABESIC STREET / OLD FALLS ROAD
INTERSECTION IMPROVEMENTS
MANCHESTER, NEW HAMPSHIRE
MARCH, 2006



SCALE
1" = 40'

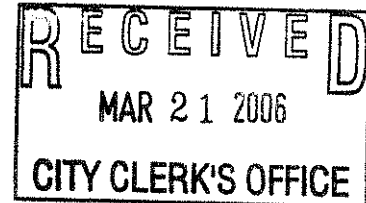
Buses can't exit onto Massabesic



Joseph P. Kane
Chief of Department

City of Manchester Fire Department

100 Merrimack Street • Manchester, New Hampshire 03101-2208
(603) 669-2256 – Business • (603) 669-7707 – Fax
www.ci.manchester.nh.us



March 20, 2006

TO: Committee on Community Improvement Program
Board of Mayor and Aldermen

FROM: Fire Chief Joseph P. Kane *JPK*

RE: Vehicle

This letter is to request approval to utilize a spare former police cruiser (currently stored at MTA) by the Fire Department for its Fire Prevention Bureau. This vehicle would be used for life safety inspections and the department's school safety/education program.

The vehicle formerly assigned to the bureau for that purpose has been placed out of service due to age and safety related issues, and no replacement has been approved as yet.

Your consideration of this request will be sincerely appreciated.



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Joan Flurey
William F. Houghton Jr.
Robert R. Rivard
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

March 27, 2006

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
C/O Mr. Leo Bernier
CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Re: Kosciuszko Park Landscaping
Request to Accept Funds

Gentlemen:

Kosciuszko Park is the walkway located between Bridge Street (across the street from Kosciuszko Street) and the Pearl Street Lot (see attached locus plan). Intown Manchester, the Parks and Recreation Department, and the Highway Department have been working with the abutters of this park to have it landscaped per the attached plan. The City and the abutters (Members First Credit Union and Ben Gamanche Enterprises) have reached an agreement to share the cost of the landscaping subject to your approval and the approval of the Board of Mayor and Aldermen. In addition, if the landscaping is completed, the abutters have agreed to maintain the landscaping in future years.

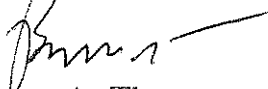
Bids for the project were opened on March 16, 2006. The low bid of \$69,887 was provided by the Blue Ribbon Property Improvements Company of Hooksett, New Hampshire. Under the agreement, each abutter will contribute \$20,000. The remaining balance (\$29,887) will be paid with Downtown Improvement funds remaining from last year.

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The Manchester Highway Department hereby requests your authorization to accept funds from two abutters and to allow us to move forward with the landscaping.

If you have any questions or comments or if I can be of further assistance, please do not hesitate to call.

Very truly yours,



Bruce A. Thomas
Engineering Manager

c/Kevin A. Sheppard, P.E.

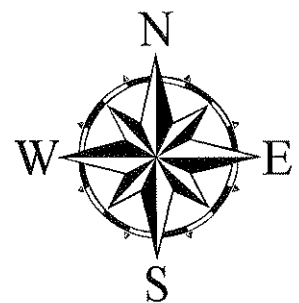
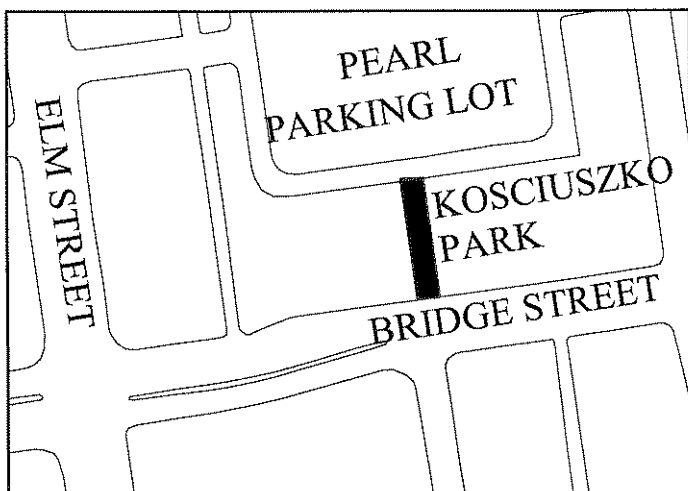
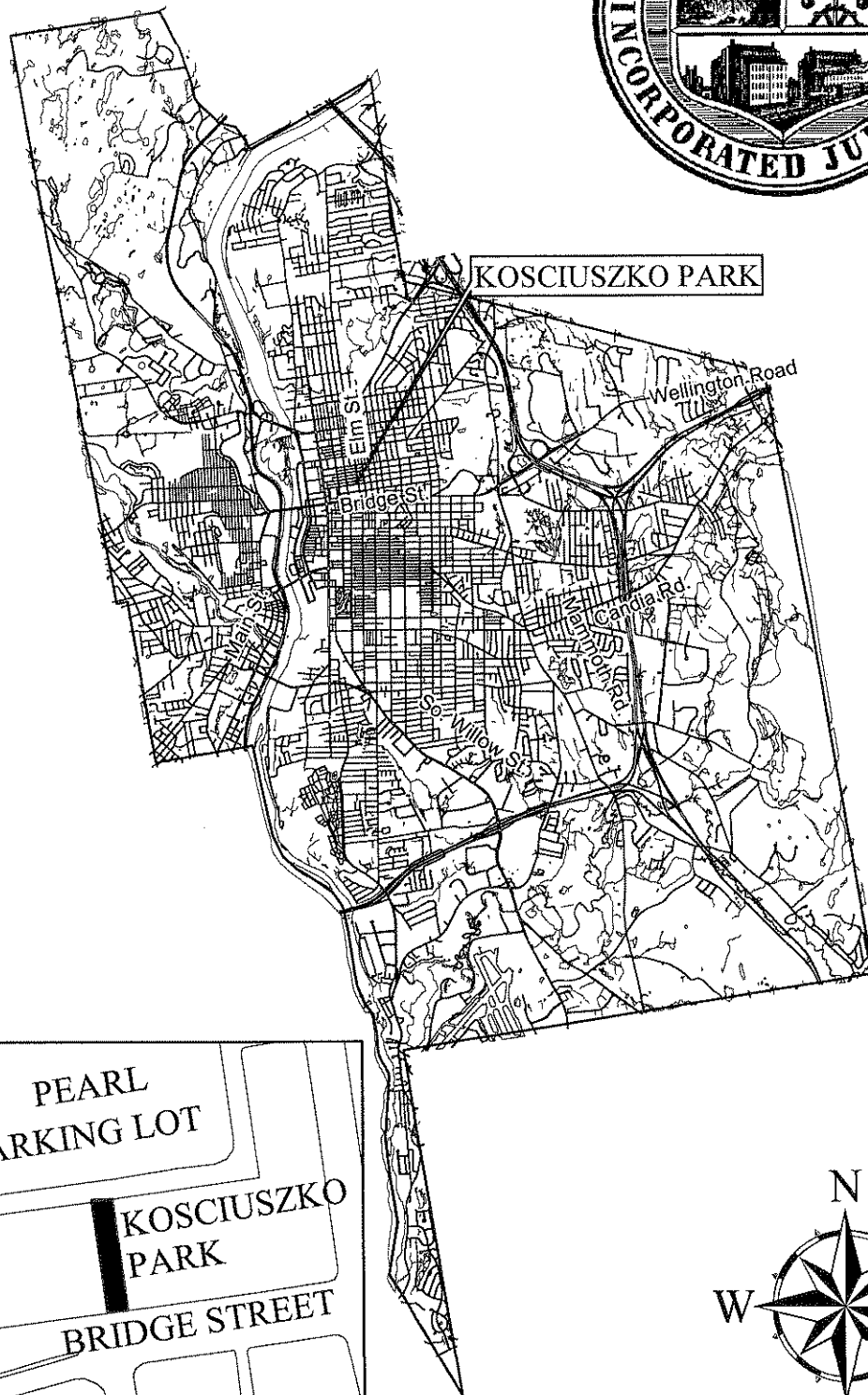
Samuel Maranto

Stephanie Lewry

Charles Deprima

Cathy George, Members First Credit Union

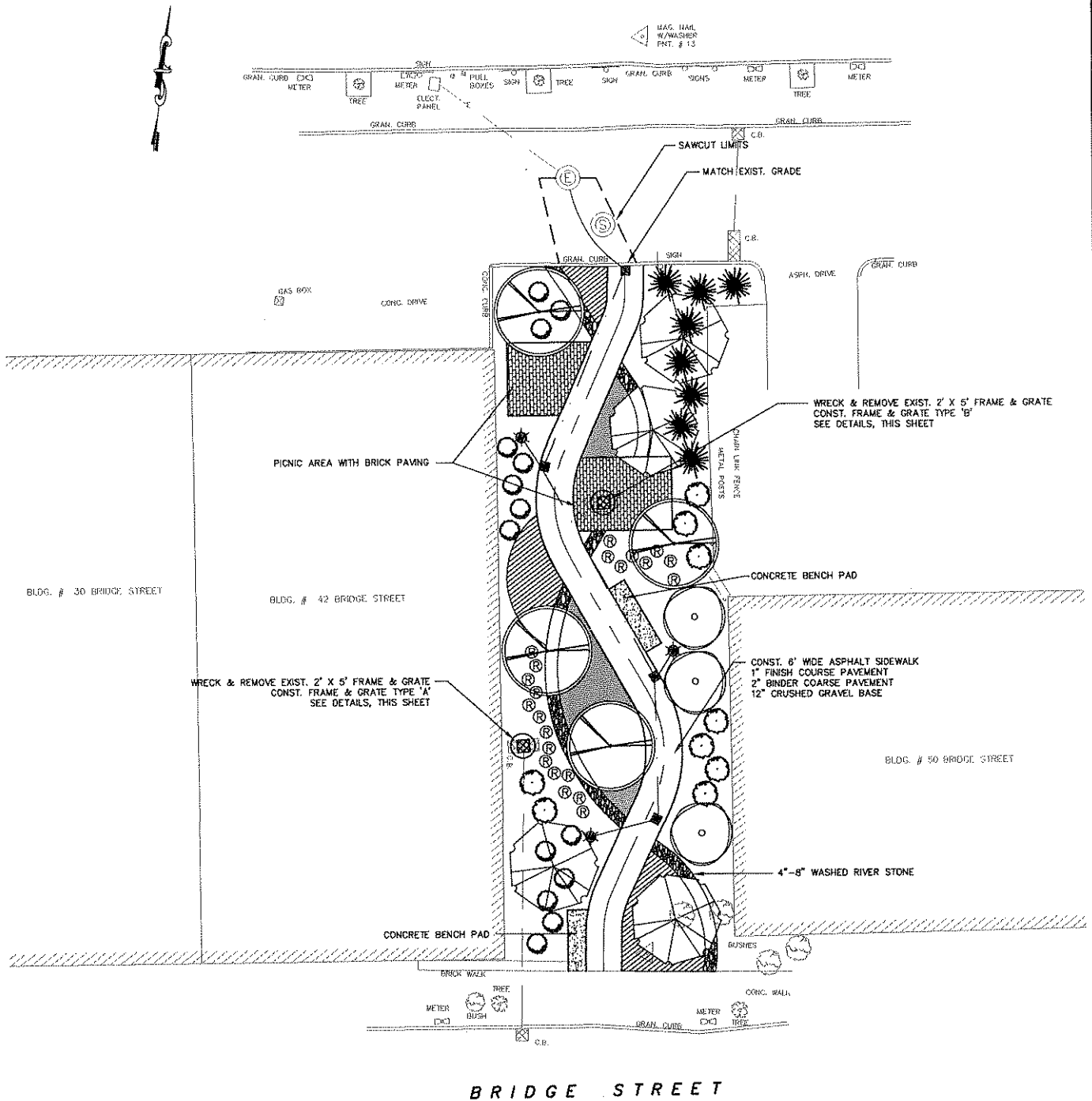
Ben Gamache, Gamache Enterprises



Department of Highways
City of Manchester

Locus Map

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KOSCIUSZKO PARK LANDSCAPING
MANCHESTER, NEW HAMPSHIRE
MARCH, 2006



SCALE
N/A

ITEM NO.	DESCRIPTION	UNITS	CONTRACT QUANTITY	ENGINEERS ESTIMATE		BLUE RIBBON		SALMON FALLS		PERMADRIIVE	
				CONTRACT PRICE	AMOUNT	CONTRACT PRICE	AMOUNT	CONTRACT PRICE	AMOUNT	CONTRACT PRICE	AMOUNT
201.02	Grubbing	AC	0.1	\$4,700.00	\$470.00	\$15,000.00	\$1,500.00	\$42,500.00	\$4,250.00	\$100,000.00	\$10,000.00
203.1	Common Excavation	CY	100	\$12.00	\$1,200.00	\$47.48	\$4,748.00	\$47.50	\$4,750.00	\$50.00	\$5,000.00
304.2	Gravel	CY	10	\$30.00	\$300.00	\$24.20	\$242.00	\$60.00	\$600.00	\$75.00	\$750.00
304.3	Crushed Gravel	CY	10	\$35.00	\$350.00	\$16.20	\$162.00	\$60.00	\$600.00	\$85.00	\$850.00
304.9	Washed River Stone, 8" Deep	CY	5	\$75.00	\$375.00	\$159.92	\$799.62	\$256.00	\$1,280.00	\$85.00	\$425.00
403.12	Hot Bit. Pavement Hand Method	TON	6	\$100.00	\$600.00	\$133.33	\$800.00	\$306.00	\$1,836.00	\$200.00	\$1,200.00
604.72	CB Frame and Grate (Type B)	EA	1	\$350.00	\$350.00	\$300.00	\$300.00	\$1,700.00	\$1,700.00	\$1,500.00	\$1,500.00
604.87	CB Frame and Grate (Special)	EA	1	\$500.00	\$500.00	\$500.00	\$500.00	\$1,700.00	\$1,700.00	\$1,500.00	\$1,500.00
604.9	Catch Basin Slab Top - Type A	EA	2	\$500.00	\$1,000.00	\$600.00	\$1,200.00	\$1,300.00	\$2,600.00	\$1,500.00	\$3,000.00
608.3	Brick Paver Sidewalk on Bituminous Bed	SY	119	\$100.00	\$11,900.00	\$138.88	\$16,527.00	\$147.00	\$17,493.00	\$80.00	\$9,520.00
609.5	Reset Granite Curb	LF	20	\$12.00	\$240.00	\$25.00	\$500.00	\$34.00	\$680.00	\$50.00	\$1,000.00
614.511	Concrete Pull Box	EA	4	\$300.00	\$1,200.00	\$250.00	\$1,000.00	\$1,145.00	\$4,580.00	\$1,200.00	\$4,800.00
614.7318	3" PVC Conduit, Schedule 80 (Including Specified Excavation)	LF	39	\$14.00	\$546.00	\$25.64	\$1,000.00	\$68.00	\$2,652.00	\$40.00	\$1,560.00
614.7318	3" PVC Conduit, Schedule 40 (Including Specified Excavation)	LF	119	\$30.00	\$3,570.00	\$25.21	\$3,000.00	\$55.00	\$6,545.00	\$40.00	\$4,760.00
618.109	Uniformed Officers and Flagmen	ALL	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
619.2	Const. Signs and Warning Devices	LS	1	\$500.00	\$500.00	\$500.00	\$500.00	\$7.60	\$760.00	\$5.00	\$500.00
628.2	Sawed Bit. Concrete Pavement	ALL	100	\$3.00	\$300.00	\$4.13	\$413.00	\$500.00	\$500.00	\$500.00	\$500.00
629	Testing of Materials	ALL	1	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
692	Mobilization	LS	1	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$1,980.00	\$1,980.00	\$15,000.00	\$15,000.00
699	Temp. Proj. Water Pollution Control	ALL	1	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
800	Plantings	LS	1	\$20,000.00	\$20,000.00	\$17,982.00	\$17,982.00	\$14,470.00	\$14,470.00	\$10,300.00	\$10,300.00
900	Benches with Concrete Pad	EA	2	\$1,200.00	\$2,400.00	\$2,500.00	\$5,000.00	\$3,900.00	\$7,800.00	\$4,200.00	\$8,400.00
1000	Amoskeag Street Light Refurbish and Install	EA	3	\$3,000.00	\$9,000.00	\$3,904.46	\$11,713.38	\$3,333.00	\$9,999.00	\$4,500.00	\$13,500.00
Total:					\$59,801.00		\$69,887.00		\$89,275.00		\$98,065.00

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Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Committee on CIP

From: Robert S. MacKenzie 
Director of Planning

Date: March 27, 2006

Subject: Manchester Neighborhood Housing Services
CIP #611403 Straw Mansion Apartment Project Loan Restructure

Manchester Neighborhood Housing Services (MNHS) has substantially completed the Straw Mansion Apartment project and they are currently in the process of finalizing permanent financing. Due to difficulties that MNHS encountered during construction and an increased tax assessment (approximately \$20,000 annually), the non-profit is requesting that the City restructure the terms of it's HOME loan to meet the underwriting criteria of the primary lenders. MNHS has indicated that the restructure of the City's loan and other lenders loans will ultimately yield an increased annual repayment of debt. Staff members from Manchester Neighborhood Housing Services will be available at the meeting to answer any questions that the Committee might have. The Committee's recommendation for approval to the full BMA of the revised terms of the City's HOME loan is therefore respectfully requested.



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Joan Flurey
William F. Houghton Jr.
Robert R. Rivard
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

10

March 24, 2006

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Leo R. Benier, City Clerk

Re: *City Vehicle Usage*

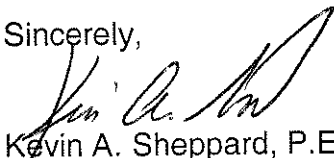
Dear Committee Members:

Attached, please find the additional information on vehicle use which was requested by the Committee at their last meeting. I believe the Committee requested a comparison of paid mileage versus the use of a City vehicle, substantiation for the vehicle as well as whether the vehicle is brought home (in or out of the City).

The first two pages is a comparison of the use of a City vehicle versus paid mileage for personal vehicles. As you can see, in most cases, it is best to continue the use of City vehicles. The balance of the sheets is the Department's response for substantiation of the vehicles as well as whether the vehicles are brought home after work.

I will be available at the meeting to discuss this information further.

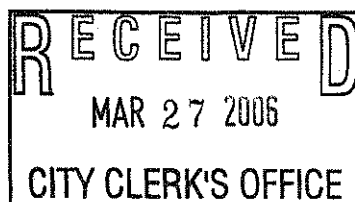
Sincerely,


Kevin A. Sheppard, P.E.
Deputy Public Works Director

KAS/cd

cc: Frank C. Thomas, P.E.

Encl.



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Airport Authority

<u>Reference Number</u>	<u>Estimated Miles per Year</u>	<u>Vehicles Used For?</u>	<u>Substantiate Need for Vehicle</u>	<u>Eliminate Vehicle? (Yes/No)</u>	<u>Is this vehicle brought home at night? (Yes/No) If yes, within the City or not?</u>	<u>Comments</u>
AP-001	18,681	Admin/Airport Director	Airport Operations/24-hr on call /Condition of employment	No	Yes/not in city	
AP-002	23,323	Operations	Airport Operations/24-hr on call /Condition of employment	No	Yes/not in city	
AP-003	23,572	Admin/Properties	Condition of employment/24-hr on call	No	Yes/not in city	
AP-004	21,261	Operations	Airport Operations/24-hr on call /Condition of employment	No	Yes/not in city	
AP-005	17,842	Operations/Maintenance	Operations/24-Hour on call	No	Yes/not in city	
AP-028	23,460	Engineering	Condition of employment/24-hr on call	No	No	
AP-029	4,391	Operations	Airport/airfield campus use only	No	Yes/in city	
AP-034	19,579	Admin/Marketing	Condition of employment/24-hr on call	No	No	
AP-041	931	Engineering	Airfield shuttle use only	No	Yes/not in city	
AP-042	12,765	Security/Admin.	Airport security use/24-hr on call/Security manager	No	No	
AP-072	4,316	Engineering	Airport/airfield campus use only/Construction site inspections, etc	No	Yes/not in city	
AP-074	20,059	Administration	Condition of employment/24-hr on call	No	No	
AP-101	15,955	Police Vehicle	Police/security use/24-hr on call	No	No	
AP-102	31,974	Police Vehicle	Police/security use/24-hr on call	No	No	
AP-103	24,792	Police Vehicle	Police/security use/24-hr on call	No	Yes/not in city	
AP-104	6,000	Police Vehicle	Police/security use/24-hr on call/Officer-in-charge	No	No	odometer inoperative
AP-EZ009	43,894	Security Patrol	Airport/airfield campus use only/Airfield security patrol	No	No	

City Clerk

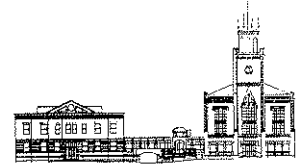
Reference Number	Year	Make	Model	Mileage	Estimated Miles per Year	Substantiate Need for Vehicle	Eliminate Vehicle? (Yes/No)	Is this vehicle brought home at night? (Yes/No) If yes, within the City or not?
CLERK-0952	1999	FMC	FORD TAURUS WAGON	27,992	5,600	Business inspections & elections	No	Yes, in the City



Leon L. LaFreniere
Building Commissioner

CITY OF MANCHESTER DEPARTMENT OF BUILDINGS

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6475
Fax: (603) 624-6324



Matthew M. Sink
Deputy Bldg. Commissioner

Date: March 20, 2006
To: Kevin A. Sheppard, P.E., Deputy Director of Public Works
From: Leon L. LaFreniere, Building Commissioner
Subject: Vehicle Usage

This memorandum is prepared in response to your e-mail requesting additional information regarding departmental usage of city vehicles. I understand that this information is required to address concerns expressed by the C.I.P Committee pertaining to the efficiency of maintaining city owned vehicles for some functions. Attached you will find a completed copy of the spreadsheet that you provided that clarifies the specific usage of vehicles currently assigned to the Building Department. You will note that none of the vehicles currently assigned leave the city for commuting purposes. Each of the employees assigned a vehicle currently brought home at night does so in compliance with IRS reporting guidelines.

In addition to the information supplied in the spreadsheet I would like to bring to the committee's attention some mitigating factors that I believe should be considered when weighing the decision to maintain current fleet allocations. As has been noted, some of the vehicles assigned have not traveled a significant number of miles in the past year. This is particularly evident in the case of BLDG-1087, which was put into service in 2005. It should be noted that this vehicle has experienced electrical problems that have not permitted full utilization since acquisition. These issues have ultimately been resolved under warranty. In addition, the Building Department has experienced vacancies in two field inspector positions during the past year. This has resulted in a reduction in both miles traveled as well as inspections performed during the period. One of these positions has recently been filled, and we are currently recruiting for the other with an anticipated fill date of May 1st. As a result of these changes in conditions, I project that vehicle utilization rates for our department will increase over the upcoming year.

An additional issue that I would like to bring to the committee's attention has to do with public acceptance of our function being directly related to the official nature of our presence during field inspections. In the dispatch of our duties as a safety services and regulatory administration agency it is critical that the public recognizes our inspectors as official representatives of the City of Manchester. Even with proper identification there is a certain suspicion that accompanies an unannounced or un-requested inspector who arrives in a civilian vehicle. I believe that the unique circumstances of the Building Department functions should be considered as part of this discussion.

Thank you for your assistance.

E-mail: building@ci.manchester.nh.us
www.ci.manchester.nh.us



Building Department

Reference Number	Estimated Miles per Year	Vehicles Used For?	Substantiate Need for Vehicle	Eliminate Vehicle? (Yes/No)	Is this vehicle brought home at night? (Yes/No) If yes, within the City or not?	Comments
BLDG-0852	7,000	Housing inspections	*	No	Yes/yes	
BLDG-0947	7,600	Housing inspections	*	No	Yes/yes	
BLDG-0977	4,300	Housing inspections	*	No	No	
BLDG-0979	5,700	Housing inspections	*	No	Yes/yes	
	3,600	Housing inspections	*	No	Yes/yes	
*The above listed vehicles are used to conduct housing inspections throughout the city for the Code Enforcement Program.						
BLDG-0853	3,500	Zoning inspections	**	No	No	
**This vehicle is used on an as-needed basis for site visits to properties for which a variance has been applied for as well as zoning complaints received from constituents and aldermen, etc.						
BLDG-0902	8,200	Construction inspections	***	No	No	
BLDG-0903	8,200	Construction inspections	***	No	No	
BLDG-0904	10,500	Construction inspections	***	No	No	
BLDG-0948	4,200	Construction inspections	***	No	No	
BLDG-0958	3,000	Construction inspections	***	No		
BLDG-0993	11,000	Construction inspections	***	No	Yes/yes	
BLDG-1013	4,000	Construction inspections	***	No	Yes/yes	
BLDG-1087	1,800	Construction inspections	***	No	No	

***The above listed vehicles are used to conduct building, electrical, mechanical and plumbing inspections requested by contractors and/or homeowners to ensure compliance with applicable codes and fulfill the requirements of permit process.

General Note: By utilizing city vehicles the City seal provides identification for inspectors that contributes to acceptance of the official nature of their business. I believe that people are in general less suspicious of our site visits when we arrive in an obvious official vehicle.

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<u>Fire Department</u>		<u>Estimated</u>		<u>Vehicles Used</u>	<u>Substantiate Need</u>	<u>Eliminate</u>	<u>Is this vehicle brought</u>	<u>Comments</u>
<u>Reference</u>	<u>Number</u>	<u>Miles per Year</u>	<u>For?</u>	<u>for Vehicle</u>	<u>(Yes/No)</u>	<u>home at night? (Yes/No)</u>	<u>If yes, within the City or not?</u>	
FIRE-CAR1	21,825	FIRE/HAZ MAT INCIDENT RESPONSE	Response vehicle	NO	NO			
FIRE-CAR2	11,146	FIRE/HAZ MAT INCIDENT RESPONSE	Response vehicle	NO	NO			
FIRE-CAR3	8,900	TRAINING & SAFETY RESPONSE	Response vehicle	NO	NO			
FIRE-CAR4	4,200	FIRE PREVENTION/ARSON INVESTIGATION	City-wide inspections	NO	NO			
FIRE-CAR5	3,775	FIRE CHIEF	Department head vehicle	NO	NO			
FIRE-CAR6	2,700	ASST. FIRE CHIEF	Asst. Chief/response	NO	NO			
FIRE-CAR8	6,000	CITY-WIDE COMMUNICATIONS	City-wide radio/fire alarm repair	NO	NO			
FIRE-CAR9	8,400	CITY-WIDE COMMUNICATIONS	City-wide radio/fire alarm repair	NO	NO			
FIRE-CAR10	7,200	FIRE PREVENTION/ARSON INVESTIGATION	City-wide investigations	NO	NO			
FIRE-CAR11	5,800	CITY-WIDE COMMUNICATIONS	City-wide radio/fire alarm repair	NO	NO			

Health

<u>Reference Number</u>	<u>Estimated Miles per Year</u>	<u>Vehicles Used For?</u>	<u>Substantiate Need for Vehicle</u>	<u>Eliminate Vehicle? (Yes/No)</u>	<u>Is this vehicle brought home at night? (Yes/No) If yes, within the City or not?</u>	<u>Comments</u>
HLTH-0918	4,000	Inspections	Inspection vehicles are used everyday - primarily for intown use.	no	no	
HLTH-0920	6,000	Inspections		no	no	
HLTH-0949	5,000	Inspections		no	no	
HLTH-0978	5,000	Inspections		no	no	
HLTH-1010	5,000	Inspections	This vehicle is a response vehicle to pull supply trailers, transport biohazard specimens, etc.	no	no	paid for with Federal fu
HLTH-1046	3,000	Public Health Response				

Attached is the excel spreadsheet. Health vehicles are used as an "office" for field staff. The trunks are supplied with personal protective equipment, inspection forms and apparatus, and public health response materials. Given some of the specimens collected and the places the vehicles go, the use of personal vehicles would not be appropriate. Also, the presence of a City car is a form of identification that can't be faked. This is reassuring to the public when they see a vehicle parked in an alley, or neighborhood. Fred

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Highway

<u>Reference Number</u>	<u>Estimated Miles per Year</u>	<u>Vehicles Used For?</u>	<u>Substantiate Need for Vehicle</u>	<u>Eliminate Vehicle? (Yes/No)</u>	<u>Is this vehicle brought home at night? (Yes/No) If yes, within the City or not?</u>	<u>Comments</u>
590	8,600	Inspection of private contractors	Inspector's Vehicles	N	Yes, within City	
611	7,900	Inspection of private contractors	Used on construction sites throughout the City	N	Yes, within City	
599	8,400	Inspection of utility crews		N	No	
616	6,100	Inspection of utility crews		N	Yes, within City	
585	14,000	Inspection and mgmt. Of City Crews	Supt. and Asst Supt. Vehicles	N	Yes, outside City	
614	14,500	Inspection and mgmt. Of City Crews		N	Yes, outside City	
571	2,500	Shared vehicle for Dept. useage	These 3 vehicles are shared	N	No	
615	3,500	Shared vehicle for Eng. Division	by our technicians, engineers	N	No	
598	3,500	Shared vehicle for Eng. Division	field crews (when needed) an management for field inspections and meetings	N	No	

Highway - Facilities Division

Reference Number					Estimated Miles per Year	Vehicles Used For?	Substantiate Need for Vehicle	Eliminate Vehicle? (Yes/No)	Is this vehicle brought home at night? (Yes/No) if yes, within the City or not?
PBS-0929	GO3308	1999	Ford	4DR SEDAN	98,013	Facilities Supt., Inspection of Facilities/Projects	These vehicles are used for construction inspection and meetings	No	No
PBS-0968	GO3859	2000	Ford	FORD RANGER PICK	13,321	Chief Facilities Mgr., Inspection of Facilities/Projects		No	No
PBS-0985	G17761	2000	Ford	CROWN VIC. - CRU	145,552	Bldg. Prog. Supvr., Inspection of Facilities/Projects		No	No
PBS-0990	G17357	1998	Ford	CROWN VIC. - CRU	122,163	Clerk of the Works, Inspection of Facilities/Projects		No	No

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Human Resources

<u>Reference Number</u>	<u>Estimated Miles per Year</u>	<u>Vehicles Used For?</u>	<u>Substantiate Need for Vehicle</u>	<u>Eliminate Vehicle? (Yes/No)</u>	<u>Is this vehicle brought home at night? (Yes/No) If yes, within the City or not?</u>	<u>Comments</u>
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HR-1026	3000 (8 mos.)	Security related issues, installation, maintenance, operation, meetings with depts, etc.	The security manager is the sole person dealing w/ security related issues, problems and on call 24/7. City cost to operate vehicle was \$605.65. Mileage reimbursement cost would have been \$1,335.00.	No	Yes, within City	
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CITY OF MANCHESTER
Parks, Recreation & Cemetery Department

625 Mammoth Road
Manchester, NH 03104-5491
(603) 624-6565 Administrative Office
(603) 624-6514 Cemetery Division
(603) 624-6569 Fax

COMMISSION

Stephen Johnson, Chairman
Sandra Lambert, Clerk
George "Butch" Joseph
Michael Worsley
Dennis Smith
Ronald Ludwig, Director

March 14, 2006

Community Improvement Program Committee
Alderman Michael Garrity, Chairman
One City Hall Plaza
Manchester, NH 03101

Re: Request for Vehicle Information

Dear Alderman Garrity,

Attached please find information requested by the CIP Committee relative to vehicles within the PR&C Department. I am including a brief narrative that will describe how each vehicle is being used and where the vehicle is stored during non-work periods.

It has also been brought to our attention that the Committee is reviewing the possibility of eliminating or reducing the size of its passenger fleet and investigating asking employees to use personnel vehicles and receive mileage reimbursement. The department does reimburse some employees for use at the present time. Some employee's usage is sporadic, which does not necessitate the full time use of a City vehicle. On other occasions, which are rare, employees use their own vehicles to travel out of town. The reason for this practice is that the vehicles in the fleet being used within the city are for the most part not considered to be reliable for extended periods of travel. Employees are encouraged to use available city vehicles while conducting city business within the city. This practice is implemented for several reasons. City employees have not been covered while operating their own vehicles while at work. In the case of our supervisors who deal with constituents within the city daily, the cars are labeled and easily identified by residents who may otherwise be reluctant to approach an unidentified vehicle. Losing the presence of these vehicles patrolling our parks, visiting customers with tree concerns, servicing funeral directors and customers within the cemeteries would be detrimental to the city in general. The few city vehicles we currently have in place are utilized in a cost effective manner providing coverage for important city business.

I would also like to make Committee Members aware that our summer staff who manage pools, lifeguards and our FITS Program typically utilize "Pool", vehicles which are administered by the MHD. In the past individuals used their own vehicles for not only personnel transportation but also for transportation of equipment and disbursement of supplies at all facilities. The office of Risk Management discouraged this practice.

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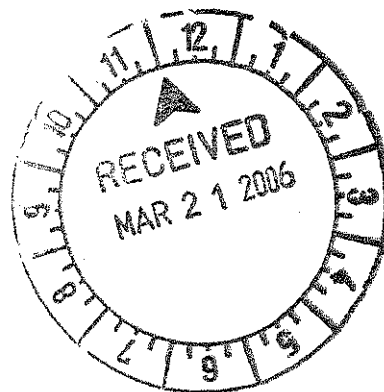
I would be happy to discuss any options the Committee would like to investigate beyond the policies currently in place.

Sincerely,



Ronald E. Ludwig
Director

Cc: Alderman Daniel P. O'Neil
Alderman Ed Osborne
Alderman Theodore "Ted" Gatsas
Alderman Jerome Duval
Kevin Sheppard, Deputy Director MHD ✓
Harry Ntapalis, Risk Manager



Parks, Recreation & Cemetery

<u>Reference Number</u>	<u>Estimated Miles per Year</u>	<u>Vehicles Used For?</u>	<u>Substantiate Need for Vehicle</u>	<u>Eliminate Vehicle? (Yes/No)</u>	<u>Is this vehicle brought home at night? (Yes/No) If Yes, is it stored outside of City?</u>	<u>Comments</u>
CEM857	1,500	greenhouse transport & outside meetings & cemetery tours	see attached	NO	NO	see attached
CEM858	2,500	Meetings & cemetery tours	see attached	NO	NO	see attached
PKS03	5,000	transportation to meetings and facilities	see attached	NO	YES, Auburn, NH	see attached
PKSA4	5,000	transportation between facilities	see attached	NO	YES, stored in city	see attached
PKSA3	5,000	transportation to meetings and facilities	see attached	NO	NO	see attached



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March 14, 2006

VEHICLE USE ANALYSIS

CEM857

This recycled police vehicle is used by our Cemetery greenhouse foreman. Over the years the Cemetery has been limited in terms of purchasing the appropriate vehicle for the task at hand. The Cemetery Foreman uses this "Old Police Cruiser" primarily in the cemetery to service perpetual care urns and flowers. It doubles as a means of transportation to and from other cemeteries within the city. It is used on occasion to drive customers looking to purchase lots and graves and is used by other cemetery employees to attend outside meetings and give tours. This is the main reason the yearly mileage is low. This person could not use a personnel vehicle in this circumstance.

The vehicle is stored at the cemetery greenhouse when not in use.

CEM858

This recycled police vehicle is used by our Cemetery Supervisor. Her main responsibilities include managing the day to day operations of the cemetery. She meets with customers and funeral directors and uses this vehicle to bring customers to various sites within the cemetery. The vehicle is used to attend off site meetings, and run various errands that are necessary to run the operations of the cemetery.

The vehicle is stored in the cemetery garage when not is use.

PKSO3

This recycled police vehicle is used by our Parks Operations Manager. Its primary use is to provide transportation to various locations throughout the city. Some of the main functions of the position are checking parks, visiting constituents in need of assistance relative to tree calls, attending construction meetings, and checking the work force both in the cemetery and the parks division.

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Because this person is expected to respond to all emergencies, check park lights in the evening, and monitor snowplowing operations, the vehicle is stored at the users home.

PKS04

This vehicle is a recycled police vehicle assigned to the Recreation Enterprise Manager. Its primary use is to provide transportation between the main office, other City offices and facilities that comprise the Enterprise Division, and general fund swimming facilities. It is also used for site visits during project planning and construction, and while coordinating special events. Some special equipment is kept in this vehicle for easy on-site availability.

This vehicle is take home by the user each day.

PKSA3

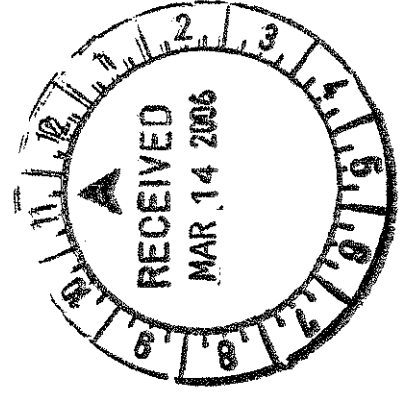
This is a recycled police vehicle that is assigned to our office staff. On several occasions there are no available vehicles to transport office staff to the downtown in order to attend required meetings. It is also used to by Golf staff to runs errands and pick up parts etc. In the summer the vehicle is used by the leader of the Workreation Program who oversees the work of 15 employees throughout the city.

This vehicle is stored at the Golf Course Maintenance facility when not in use.

TRAFFIC

Traffic

Reference Number	Estimated Miles per Year	Vehicles Used For?	Substantiate Need for Vehicle	Eliminate Vehicle? (Yes/No)	Is this vehicle brought home at night? (Yes/No) If yes, within the City or not?	Comments
TR-35	4,000	Both vehicles are shared by the Director, Deputy and foreman for inspections, meetings, ect.	← See vehicle use	No	No	
TR-36	4,000					



Lease Terms	7	Years
5.0%	APR	
B4	# of payments	

G-D

D

A+B

A

Fuel & Maint.

Vehicle

Cost

7 year term

Reimbursement

Mileage

Total

Fuel & Maint.

Vehicle

Cost

7 year term

Reimbursement

Mileage

Total

Fuel & Maint.

Vehicle

Cost

7 year term

Reimbursement

Mileage

Total

Fuel & Maint.

Vehicle

Cost

7 year term

Reimbursement

Mileage

Total

Fuel & Maint.

Vehicle

Cost

7 year term

Reimbursement

Mileage

Total

Fuel & Maint.

Reference Number	Registration Number	Year	Manuf.	Desc.	Current Odometer	Estimated Miles per Year	Vehicles Used For	Fuel & Maint.	Vehicle Cost	7 year term	Reimbursement	Mileage
Parks, Recreation & Cemetery												
CEM657	G06933	1994	GMC	CHEVY CAPRICE	117,638	1,500	greenhouse transport & outside meetings & cemetery tours	\$ 594.11	\$ 10,646.00	(\$1,805.64)	\$ 2,672.94	\$ 3,115.00
CEM658	G11610	1999	FMC	FORD CROWN VIC	131,582	2,500	Meetings & cemetery tours	\$ 1,527.16	\$ 10,646.00	\$ 0.00	\$ 1,527.16	\$ 1,112.50
PK303	G06919	1999	FMC	CROWN VICTORIA	131,219	5,000	transportation to meetings and facilities	\$ 783.32	\$ 10,646.00	\$ 0.00	\$ 783.32	\$ 2,225.00
PK344	G03769	1995	CHV	95 CHEVY CAPRICE	112,552	5,000	transportation between facilities	Not Available	\$ 10,646.00	\$ 0.00	\$ 0.00	\$ 2,225.00
PK343	G03765	1998	FMC	1998 WHITE CROWN VIC	97,157	5,000	transportation to meetings and facilities	Not Available	\$ 10,646.00	\$ 0.00	\$ 0.00	\$ 2,225.00

Building Department												
BLDG-0852	G02837	1996	FMC	FORD RANGER TRUCK	69,868	7,000	Housing inspections	\$ 867.30	\$ 10,646.00	(\$1,805.64)	\$ 2,672.94	\$ 3,115.00
BLDG-0853	G02840	1996	GM	CHEVY LUMINA	43,020	3,500	Zoning inspections	\$ 283.30	\$ 10,646.00	(\$1,758.65)	\$ 2,051.95	\$ 1,557.50
BLDG-0902	G03519	1998	FMC	RANGER PICKUP	93,656	8,200	Construction inspections	\$ 2,889.80	\$ 10,646.00	(\$1,805.64)	\$ 4,495.24	\$ 3,649.00
BLDG-0903	G02839	1998	FMC	FORD RANGER PICKUP	53,879	8,200	Construction inspections	\$ 1,322.14	\$ 10,646.00	(\$1,805.64)	\$ 3,127.78	\$ 3,649.00
BLDG-0904	G02838	1998	FMC	FORD RANGER PICKUP	63,835	10,500	Construction inspections	\$ 1,114.19	\$ 10,646.00	(\$1,805.64)	\$ 2,919.83	\$ 4,572.50
BLDG-0947	G13948	1998	GM	CHEVROLET CAVALIER	49,557	7,600	Housing inspections	\$ 3,093.90	\$ 10,646.00	(\$1,758.65)	\$ 4,852.55	\$ 3,382.00
BLDG-0948	G06237	1999	GM	CHEVY CAVALIER	26,128	4,200	Construction inspections	\$ 413.02	\$ 10,646.00	(\$1,758.65)	\$ 2,171.67	\$ 1,989.00
BLDG-0958	G17356	1999	FMC	CROWN VIC. - CRUISER	130,597	3,000	Construction inspections	\$ 2,546.23	\$ 10,646.00	(\$1,758.65)	\$ 4,304.88	\$ 1,335.00
BLDG-0977	G00235	2000	FMC	FORD FOCUS	26,128	4,300	Housing inspections	\$ 686.27	\$ 10,646.00	(\$1,758.65)	\$ 2,444.92	\$ 2,536.50
BLDG-0979	G13960	2000	FMC	FORD FOCUS	33,634	5,700	Housing inspections	\$ 1,604.93	\$ 10,646.00	(\$1,805.64)	\$ 2,966.13	\$ 4,895.00
BLDG-0993	G00202	2001	FMC	FORD RANGER	54,068	11,000	Construction inspections	\$ 380.93	\$ 10,646.00	(\$1,805.64)	\$ 2,186.57	\$ 1,780.00
BLDG-1013	G00135	2001	FMC	FORD RANGER	16,053	4,000	Construction inspections	\$ 142.80	\$ 12,137.00	(\$2,058.52)	\$ 2,201.42	\$ 801.00
BLDG-1087	G00170	2005	FMC	FORD TAURUS 4DR SEDAN	1,600	1,800	Construction inspections	\$ 142.80	\$ 12,137.00	(\$2,058.52)	\$ 2,201.42	\$ 801.00
GO13500				CROWN VIC. - CRUISER	107,345	3,600	Housing inspections	\$ 867.30	\$ 10,646.00	(\$1,805.64)	\$ 2,672.94	\$ 3,115.00

Traffic												
TR-35		2000	FMC	RECYCLED CRUISER	147,434	4,000	Both vehicles are shared by the Director, Deputy and foreman for inspections, meetings, ect.	\$ 2,703.54	\$ 0.00	\$ 0.00	\$ 2,703.54	\$ 1,780.00
TR-36		2001	FMC	RECYCLED CRUISER	118,816	4,000		\$ 1,636.30	\$ 0.00	\$ 0.00	\$ 1,636.30	\$ 1,780.00

Health												
HLTH-0518	G04577	1998	GM	CHEVROLET MALIBU	29,098	4,000	Inspections	\$ 401.39	\$ 11,404.55	(\$1,949.56)	\$ 2,350.95	\$ 1,780.00
HLTH-0920	G04576	1998	FMC	WINDSTAR A51 VAN	48,717	6,000	Inspections	\$ 1,383.51	\$ 15,948.00	(\$2,704.80)	\$ 4,088.40	\$ 2,670.00
HLTH-0849	G04575	1999	GM	CAVALIER	32,658	5,000	Inspections	\$ 307.75	\$ 10,369.00	(\$1,758.65)	\$ 2,066.40	\$ 2,225.00
HLTH-0578	G11107	2000	FMC	FOCUS	25,535	5,000	Inspections	\$ 371.27	\$ 10,369.00	(\$1,758.65)	\$ 2,125.92	\$ 2,225.00
HLTH-1010	G00193	2001	GM	CHEVY CAVALIER	20,644	5,000	Inspections	\$ 455.94	\$ 10,369.00	(\$1,758.65)	\$ 2,214.59	\$ 2,225.00
HLTH-1046	G19868	2003	GM	CHEVY TAHOE	7,693	3,000	Public Health Response	\$ 417.49	\$ 23,221.00	(\$3,938.44)	\$ 4,356.93	\$ 1,335.00

Human Resources												
HR-1026	G04043	2001	FMC	CROWN VIC. - CRUISER	118,598	3,000 (8 mos.)	Security related issues, installation, maintenance, operation, meetings	\$ 605.65	\$ 0.00	\$ 0.00	\$ 605.65	\$ 1,335.00

Highway												
560	G03726	1998	Ford	4DR SEDAN	122,630	8,500	Inspection of private contractors	\$ 2,234.63	\$ 12,137.00	\$ 0.00	\$ 2,234.63	\$ 3,827.00
571	G03309	1998	Ford	TAURUS	16,500	2,500	Shared vehicle for Dept. usage	\$ 360.85	\$ 12,137.00	(\$2,058.52)	\$ 2,419.37	\$ 1,112.50
611	G03310	2000	Ford	FORD CROWN VIC	145,443	7,800	Inspection of private contractors	\$ 2,166.11	\$ 12,137.00	\$ 0.00	\$ 2,166.11	\$ 3,515.50
598	G00756	1998	Ford	FORD CROWN VICTORIA	100,710	3,300	Shared vehicle for Eng. Division	\$ 1,001.14	\$ 12,137.00	\$ 0.00	\$ 1,001.14	\$ 1,557.50
599	G03286	1999	Ford	FORD CROWN VICTORIA	125,094	8,400	Inspection of utility crews	\$ 2,382.60	\$ 12,137.00	\$ 0.00	\$ 2,382.60	\$ 3,748.00
585	G13203	2000	Ford	TAURUS 4DR SEDAN	70,815	14,000	Inspection and maint. Of City Crews	\$ 2,950.87	\$ 12,137.00	\$ 0.00	\$ 2,950.87	\$ 6,230.00
614	G03730	1997	Jeep	CHEVROLET	50,103	14,500	Inspection and maint. Of City Crews	\$ 2,728.24	\$ 12,137.00	\$ 0.00	\$ 2,728.24	\$ 6,452.50
615	G15374	2000	Ford	FORD CROWN VICTORIA	123,821	3,500	Shared vehicle for Eng. Division	\$ 1,314.00	\$ 12,137.00	\$ 0.00	\$ 1,314.00	\$ 1,557.50
616	G15374	2000	Ford	FORD CROWN VICTORIA	144,982	6,100	Inspection of utility crews	\$ 2,771.68	\$ 12,137.00	\$ 0.00	\$ 2,771.68	\$ 2,714.50

Information Systems												
INFO-0894	G13288	1997	FMC	FORD AEROSTAR VAN	14,209	2,000	The vehicle is used daily to transport equipment to other departments; and to rotate backup tapes of all systems and servers.	\$ 492.89	\$ 13,860.00	(\$2,350.75)	\$ 2,843.64	\$ 890.00

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Savings

Notes for Airport
 -All costs are calendar year 2005.
 -Cost of fuel is based on a yearly average of \$1.7342 per gal.



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

February 24, 2006

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Leo R. Bernier, City Clerk

Re: *Vehicle Information Report*

Dear Committee Members:

Attached, please find a report that was requested by the Committee at a previous meeting. Should you have any questions, please feel free to contact me.

Sincerely,

Kevin A. Sheppard, P.E.
Deputy Public Works Director

/cd

cc: Frank C. Thomas, P.E.
Melinda Salomone-Abood

Encl.

10

Fiscal Year 05
07/01/04 - 06/30/05

Vehicles Used
For?

Current
Odometer

Desc.

Manuf.

Year

Registration
Number

Number

Parks, Recreation & Cemetery										Gals.	Costs	Maintenance	Total Costs
CEM857	G06933	1994	GMC	CHEVY CAPRICE	117 638	1,500	greenhouse transport & outside meetings & cemetery tours	329.97	\$	264.51	\$	594.11	
CEM858	G11810	1999	FMC	FORD CROWN VIC	131 562	2,500	Meetings & cemetery tours	695	\$	887.62	\$	1,527.16	
PKS03	G06919	1999	FMC	CROWN VICTORIA	131 219	5,000	transportation to meetings and facilities	Not Avail	\$	Not Avail	\$	1,054.44	
PKSA4	G03769	1995	CHV	95 CHEVY CAPRICE	112 552	5,000	transportation between facilities	369.11	\$	456.74	\$	783.32	
PKSA3	G03765	1998	FMC	1998 WHITE CROWN VIC	97 157	5,000	transportation to meetings and facilities	172.47	\$	199.08	Not Available		

Building Department																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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Traffic																
TR-35		2000	FMC	RECYCLED-CRUISER	147,434	4,000	Both vehicles are shared by the Director, Deputy and foreman		219.96	\$	297.81	\$	2,405.73	\$	2,703.54	
TR-36		2001	FMC	RECYCLED CRUISER	118,816	4,000	for inspections, meetings, ect..		76.67	\$	110.89	\$	1,525.41	\$	1,636.30	

Health																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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Human Resources									
HR-1026	G04043	2001	FMC	CROWN VIC. - CRUISER	118,598	3000 (8 mos.)	Security related issues, installation, maintenance, operation, meetings	186.7 \$ 219.32 \$	386.33 \$ 605.65

Highway		Registration Number		Year	Manuf.	Desc.	Current Odometer	Estimated Miles per Year	Vehicles Used For?		Fuel		Gals.		Costs		Maintenance		Total Costs	
Reference Number	Registration Number	Year	Manuf.	Desc.	Current Odometer	Estimated Miles per Year	Vehicles Used For?		Fuel		Gals.		Costs		Maintenance		Total Costs			
590	G03726	1998	Ford	4DR SEDAN	122,630	8,600	Inspection of private contractors		619.85	\$ 780.39	\$ 1,454.24	\$ 2,234.63								
571	G03309	1998	Ford	TAURUS	16,500	2,500	Shared vehicle for Dept. usage		112.5	\$ 140.60	\$ 220.25	\$ 360.85								
611	G03310	2000	Ford	FORD CROWN VIC	145,443	7,900	Inspection of private contractors		476.51	\$ 627.55	\$ 1,538.56	\$ 2,166.11								
598	G00756	1998	Ford	FORD CROWN VICTORIA	100,710	3,500	Shared vehicle for Eng. Division		273.91	\$ 362.34	\$ 638.80	\$ 1,001.14								
599	G03286	1999	Ford	FORD CROWN VICTORIA	125,094	8,400	Inspection of utility crews		801	\$ 1,016.33	\$ 1,366.27	\$ 2,382.60								
585	G13203	2000	Ford	TAURUS 4DR SEDAN	70,615	14,000	Inspection and mgmt. Of City Crews		809.81	\$ 1,027.63	\$ 1,923.24	\$ 2,950.87								
614	G03730	1997	Jeep	CHEROKEE	50,103	14,500	Inspection and mgmt. Of City Crews		928.82	\$ 1,243.04	\$ 1,485.20	\$ 2,728.24								
615	G16374	2000	Ford	FORD CROWN VICTORIA	123,821	3,500	Shared vehicle for Eng. Division		136.36	\$ 180.73	\$ 1,133.27	\$ 1,314.00								
616	G15374	2000	Ford	FORD CROWN VICTORIA	144,982	6,100	Inspection of utility crews		496.57	\$ 663.08	\$ 2,108.60	\$ 2,771.68								

Information Systems		Fuel		Costs		Maintenance		Total Costs	
Reference Number	Registration Number	Year	Manuf.	Desc.	Current Odometer	Estimated Miles per Year	The vehicle is used daily to transport equipment to other departments; and to rotate backup tapes of all systems and servers.	Gals.	Total Costs
INFO-0894	G13288	1997	FMC	FORD AEROSTAR VAN	14,209	2,000		131.4	\$ 176.09 \$ 316.80 \$ 492.89

Fire Department									
FIRE-CAR1	GO2346	1999	CHV	CHEVY TAHOE	130,941	21,825	FIRE/HAZ MAT INCIDENT RESPONSE	2145	\$2,904.74 Not Available
FIRE-CAR2	GO2376	2001	CHV	CHEVROLET TAHOE	44,585	11,146	FIRE/HAZ MAT INCIDENT RESPONSE	711.2	\$ 982.88 Not Available
FIRE-CAR3	GO2342	1999	CHV	CHEVY TAHOE	53,488	8,900	TRAINING & SAFETY RESPONSE	388.5	\$ 540.28 Not Available
FIRE-CAR4	GO2345	1995	CHV	CHEVY CAPRICE WAGON	41,844	4,200	FIRE PREVENTION/ARSON INVESTIGATION	539.3	\$ 728.57 Not Available
FIRE-CAR5	GO2367	1992	FMC	CROWN VICTORIA SEDAN	49,089	3,775	FIRE CHIEF	57.3	\$ 69.58 Not Available
FIRE-CAR6	GO2344	1999	FMC	CROWN VICTORIA SEDAN	16,175	2,700	ASST. FIRE CHIEF	94.8	\$ 124.52 Not Available
FIRE-CAR8	GO2375	1988	FMC	FORD LTD WAGON	99,645	6,000	CITY-WIDE COMMUNICATIONS	404.6	\$ 556.60 Not Available
FIRE-CAR9	GO2343	1991	CHV	CHEVY CAPRICE WAGON	125,724	8,400	CITY-WIDE COMMUNICATIONS	495.5	\$ 881.43 Not Available
FIRE-CAR10	G10544	1995	CHV	CHEVY VAN	71,818	7,200	FIRE PREVENTION/ARSON INVESTIGATION	922.1	\$ 1,242.58 Not Available
FIRE-CAR11	G12997	1988	FMC	88 FORD CROWN VICTORIA	90,362	5,800	CITY-WIDE COMMUNICATIONS	391.7	\$ 528.15 Not Available

Clerk's Office									
CLERK-0962	G09312	1999	FMC	FORD TAURUS WAGON	27,992	5,600	Business inspections & elections	240	\$ 309.27 \$ 139.87 \$ 449.14

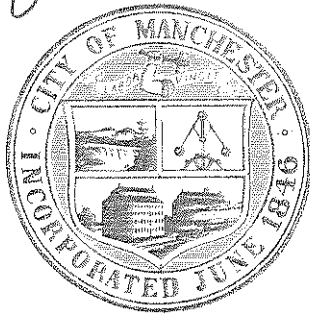
Highway - Facilities Division									
PBS-0929	GO3308	1999	Ford	4DR SEDAN	99,013	4,000	Facilities Supt., Inspection of Facilities/Projects	31.6	\$ 43.42 \$ 475.55 \$ 518.97
PBS-0966	G03859	2000	Ford	FORD RANGER PICKUP	13,321	3,000	Chief Facilities Mgr., Inspection of Facilities/Projects	75.4	\$ 71.40 \$ 346.24 \$ 417.64
PBS-0985	G17761	2000	Ford	CROWN VIC. - CRUISER	145,552	7,000	Bldg. Prog. Supvtr., Inspection of Facilities/Projects	103.6	\$ 143.31 \$ 1,938.47 \$ 2,081.78
PBS-0990	G17357	1999	Ford	CROWN VIC. - CRUISER	122,163	4,000	Clerk of the Works, Inspection of Facilities/Projects		\$ -

Airport Authority									
AP-001	G10915	1999	FMC	EXPLORER	129,287	18,681	Admin/Airport Director	586	\$1,016 \$1,268 \$2,284
AP-002	G02664	1998	FMC	EXPLORER	176,315	23,323	Operations	1249	\$2,168 \$3,090 \$5,256
AP-003	G01511	2003	FMC	EXPLORER	72,586	23,572	Admin/Properties	1158	\$2,008 \$2,237 \$2,237
AP-004	G10589	2003	FMC	EXPLORER	59,709	21,261	Operations	1239	\$2,149 \$437 \$2,586
AP-005	G17302	2004	FMC	EXPLORER	32,940	17,842	Operations/Maintenance	1306	\$2,265 \$88 \$2,353
AP-028	G04419	1998	FMC	EXPLORER	143,704	23,460	Engineering	1217	\$2,111 \$1,350 \$3,461
AP-029	N/A	1994	FMC	EXPLORER	135,628	4,391	Operations	587	\$1,018 \$396 \$1,414
AP-034	G04416	1999	FMC	EXPLORER	128,868	19,579	Admin/Marketing	1170	\$2,029 \$661 \$2,690
AP-041	N/A	1995	FMC	EXPLORER	166,143	931	Engineering	999	\$1,732 \$275 \$2,007
AP-042	G02662	1998	FMC	EXPLORER	144,377	12,765	Security/Admin.	789	\$1,368 \$1,395 \$2,763
AP-072	G02665	1997	CMC-DOD	INTREPID	146,991	4,316	Engineering	248	\$1,023 \$84 \$1,107
AP-074	G09990	2002	FMC	TAURUS	88,469	20,059	Administration	794	\$1,377 \$1,322 \$2,700
AP-101		42	1998	FMC	CROWN VIC	109,181	Police Vehicle	1375	\$2,385 \$1,221 \$3,606
AP-102		43	2004	FMC	CROWN VIC	34,090	Police Vehicle	2506	\$4,346 \$5,567 \$10,913
AP-103		41	2001	FMC	CROWN VIC	105,545	Police Vehicle	1953	\$3,387 \$2,857 \$6,244
AP-104		40	1993	FMC	CROWN VIC	147,227	Police Vehicle	323	\$560 \$1,748 \$2,308
AP-EZ009	G17439	2003	FMC	EXPLORER	106,639	43,884	Security Patrol	4034	\$6,996 \$4,618 \$11,614

Notes for Airport

-All costs are calendar year 2005.
-Cost of fuel is based on a yearly average of \$1.7342 per gal.

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**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

January 24, 2006

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Leo R. Bernier, City Clerk

Re: *City Vehicle Usage*

Dear Committee Members:

Attached as a follow-up to a previous request, please find a list of City passenger type vehicles which list the current odometer, estimated mileage per year and the use of the vehicle.

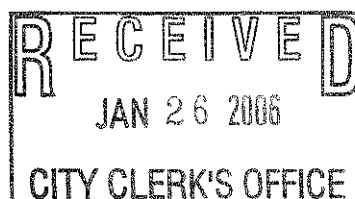
Should you have any questions pertaining to this list, please feel free to contact me at this office.

Sincerely,

Kevin A. Sheppard, P.E.
Deputy Public Works Director

/cd

cc: Frank C. Thomas, P.E.
Alderman Michael Lopez



Vehicles Used For?

Current
Odometer

Estimated
Miles per Year

Reference
Number

Registration
Number

Year

Manuf.

Desc.

Parks, Recreation & Cemetery

CEM857	G06933	1994	GMC	CHEVY CAPRICE	117,638	1,500	greenhouse transport & outside meetings & cemetery tours
CEM858	G11810	1999	FMC	FORD CROWN VIC	131,562	2,500	Meetings & cemetery tours
PKS03	G06919	1999	FMC	CROWN VICTORIA	131,219	5,000	transportation to meetings and facilities
PKSA4	G03769	1995	CHV	95 CHEVY CAPRICE	112,552	5,000	transportation between facilities
PKSA3	G03765	1998	FMC	1998 WHITE CROWN VIC	97,157	5,000	transportation to meetings and facilities

Building Department

BLDG-0852	G02837	1996	FMC	FORD RANGER TRUCK	69,868	7,000	Housing inspections
BLDG-0853	G02840	1996	GM	CHEVY LUMINA	43,020	3,500	Zoning inspections
BLDG-0902	G03519	1998	FMC	RANGER PICKUP	63,656	8,200	Construction inspections
BLDG-0903	G02839	1998	FMC	FORD RANGER PICKUP	53,879	8,200	Construction inspections
BLDG-0904	G02838	1998	FMC	FORD RANGER PICKUP	63,835	10,500	Construction inspections
BLDG-0947	G13948	1999	GM	CHEVROLET CAVALIER	49,557	7,600	Housing inspections
BLDG-0948	G00237	1999	GM	CHEVY CAVALIER	26,128	4,200	Construction inspections
BLDG-0958	G17356	1999	FMC	CROWN VIC. - CRUISER	130,597	3,000	Construction inspections
BLDG-0977	G00236	2000	FMC	FORD FOCUS	26,128	4,300	Housing inspections
BLDG-0979	G13960	2000	FMC	FORD FOCUS	33,634	5,700	Housing inspections
BLDG-0993	G00202	2001	FMC	FORD RANGER	54,068	11,000	Construction inspections
BLDG-1013	G00135	2001	FMC	FORD RANGER	16,053	4,000	Construction inspections
BLDG-1087	G00170	2005	FMC	FORD TAURUS 4DR SEDAN	1,600	1,800	Construction inspections
	G013300			CROWN VIC. - CRUISER	107,345	3,600	Housing inspections

Traffic

TR-35		2000	FMC	RECYCLED-CRUISER	147,434	4,000	Both vehicles are shared by the Director, Deputy and foreman
TR-36		2001	FMC	RECYCLED CRUISER	118,816	4,000	for inspections, meetings, ect..

Health

HLTH-0918	G04577	1998	GM	CHEVROLET MALIBU	29,098	4,000	Inspections
HLTH-0920	G04576	1998	FMC	WINDSTAR A51 VAN	48,717	6,000	Inspections
HLTH-0949	G04575	1999	GM	CAVALIER	32,658	5,000	Inspections
HLTH-0978	G11107	2000	FMC	FOCUS	25,535	5,000	Inspections
HLTH-1010	G00193	2001	GM	CHEVY CAVALIER	20,644	5,000	Inspections
HLTH-1046	G16868	2003	GMC	CHEVY TAHOE	7,693	3,000	Public Health Response

Human Resources

HR-1026	G04043	2001	FMC	CROWN VIC. - CRUISER	118,598	3000 (8 mos.)	Security related issues, installation, maintenance, operation, meetings
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Vehicles Used
For?

Estimated
Miles per Year

Desc.

Manuf.

Year

Registration
Number

Reference
Number

Highway		Registration Number	Year	Manuf.	Desc.	Current Odometer	Estimated Miles per Year	Vehicles Used For?
590		GO3726	1998	Ford	4DR. SEDAN	122,630	8,600	Inspection of private contractors
571		GO3309	1998	Ford	TAURUS	16,500	2,500	Shared vehicle for Dept. useage
611		GO3310	2000	Ford	FORD CROWN VIC	145,443	7,900	Inspection of private contractors
598		GO0756	1998	Ford	FORD CROWN VICTORIA	100,710	3,500	Shared vehicle for Eng. Division
599		GO3286	1999	Ford	FORD CROWN VICTORIA	125,094	8,400	Inspection of utility crews
585		G13203	2000	Ford	TAURUS 4DR. SEDAN	70,615	14,000	Inspection and mgmt. Of City Crews
614		GO3730	1997	Jeep	CHEROKEE	50,103	14,500	Inspection and mgmt. Of City Crews
615		G16374	2000	Ford	FORD CROWN VICTORIA	123,821	3,500	Shared vehicle for Eng. Division
616		G15374	2000	Ford	FORD CROWN VICTORIA	144,982	6,100	Inspection of utility crews

Information Systems

Reference Number	Registration Number	Year	Manuf.	Desc.	Current Odometer	Estimated Miles per Year	Vehicles Used For?
INFO-0894	G13288	1997	FMC	FORD AEROSTAR VAN	14,209	2,000	The vehicle is used daily to transport equipment to other departments; and to rotate backup tapes of all systems and servers.

Fire Department

FIRE-CAR1	GO2346	1999	CHV	CHEVY TAHOE	130,941	21,825	FIRE/HAZ MAT INCIDENT RESPONSE
FIRE-CAR2	GO2376	2001	CHV	CHEVROLET TAHOE	44,585	11,146	FIRE/HAZ MAT INCIDENT RESPONSE
FIRE-CAR3	GO2342	1999	CHV	CHEVY TAHOE	53,468	8,900	TRAINING & SAFETY RESPONSE
FIRE-CAR4	GO2345	1995	CHV	CHEVY CAPRICE WAGON	41,844	4,200	FIRE PREVENTION/ARSON INVESTIGATION
FIRE-CAR5	GO2367	1992	FMC	CRWN VICTORIA SEDAN	49,069	3,775	FIRE CHIEF
FIRE-CAR6	GO2344	1999	FMC	CROWN VICTORIA SEDAN	16,175	2,700	ASST. FIRE CHIEF
FIRE-CAR8	GO2375	1988	FMC	FORD LTD WAGON	99,645	6,000	CITY-WIDE COMMUNICATIONS
FIRE-CAR9	GO2343	1991	CHV	CHEVY CAPRICE WAGON	125,724	8,400	CITY-WIDE COMMUNICATIONS
FIRE-CAR10	G10544	1995	CHV	CHEVY VAN	71,818	7,200	FIRE PREVENTION/ARSON INVESTIGATION
FIRE-CAR11	G12997	1988	FMC	88 FORD CROWN VICTORIA	90,362	5,800	CITY-WIDE COMMUNICATIONS

Clerk's Office

CLERK-0952	G09312	1999	FMC	FORD TAURUS WAGON	27,992	5,600	Business inspections & elections
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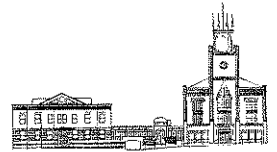
Highway - Facilities Division

PBS-0929	GO3308	1999	Ford	4DR. SEDAN	99,013	4,000	Facilities Supt., Inspection of Facilities/Projects
PBS-0966	GO3859	2000	Ford	FORD RANGER PICKUP	13,321	3,000	Chief Facilities Mgr., Inspection of Facilities/Projects
PBS-0985	G17761	2000	Ford	CROWN VIC. - CRUISER	145,552	7,000	Bldg. Prog. Supvtr., Inspection of Facilities/Projects
PBS- 0990	G17357	1999	Ford	CROWN VIC. - CRUISER	122,163	4,000	Clerk of the Works, Inspection of Facilities/Projects



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: Members, Committee on Community Improvement

From: Lisa Thibault, City Clerk's Office *Lisa*

Date: March 9, 2006

Subject: Grant Writer

As per Chairman Garrity's request, attached please find an excerpt from the minutes of the Human Resources/Insurance Committee held on September 18, 2002. These minutes indicate that the position brought forward for establishment and approval was that of a Grants Coordinator.

This ordinance was ordained by the Board of Mayor and Aldermen on November 6, 2002.

Attachment

pc: Mayor and all Aldermen

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Excerpt from 9/18/2002 HR meeting:

Chairman Lopez addressed item 3 of the agenda:

Communication from Virginia Lamberton, HR Director, recommending that a revised class specification and ordinance amendment be approved for the establishment of a Grants Coordinator position.

Chairman Lopez stated this is the position we talked about during the budget process.

Mr. MacKenzie stated this would be coming out of HUD funds, would be eligible for at least a year for funding from HUD. I think the expectation is that if we raise enough grants in the future the position would be paid through the grants and not through normal operating expenses and salaries.

Alderman Shea asked can you tell us what type of HUD funds will be used to pay for this.

Mr. MacKenzie replied federal funds, Community Development Block Grants.

Alderman Shea stated this would include salary, transportation and benefits.

Ms. Lamberton stated we can guesstimate the lowest level of benefits.

Alderman Shea stated there's enough money from the grant to cover.

Mr. MacKenzie replied I believe so because it wouldn't be a full year. There was \$60,000 allocated in CIP, I'm not sure what came out of the final grade.

Ms. Lamberton replied a Grade 18.

Alderman Shea stated in the event for whatever reason that the right person doesn't come along can it be used.

Mr. MacKenzie stated yes it could be used to HUD eligible activities.

Chairman Lopez stated the grant is good for how long, one year and is it renewable.

Mr. MacKenzie replied these types of programs are renewable with HUD monies but I would expect accessible programs going out and getting other federal grants

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to charge to those programs and in the future paying for the program and we wouldn't be using CDBG monies.

Chairman Lopez stated so in the 2004 budget we are not going to see that except for the grant money for that position.

Mr. MacKenzie stated some departments have their own people we would just provide technical information, map and demographic data...there are other grants though that the City hasn't gone after in the past just because it's time consuming (i.e., grant writing and follow-up with agencies) and meet all of the requirements.

Alderman Shea asked who would make the selection.

Mr. MacKenzie replied it would come through HR and they would pre-qualify people and then our department interview (probably myself).

Alderman Shea stated how does this affect the no new hiring policy.

Mr. Lamberton replied when we say "no new hires" we're referring to the general fund only. So, Airport, Water, federal grants are not included.

Chairman Lopez stated just so we have a clear picture of this grant writer...I'm sure the question is going to come up...is this all he is going to do, is he going to work with departments or is he going to do other things in Planning.

Mr. MacKenzie replied in this case he would only be doing grant writing and providing grant writing assistance to Parks & Rec, Police Department, Office of Youth Services and also work on special grants that come out on special occasions, so that is all the person would be doing.

Chairman Lopez asked would you foresee that he would be the person to coordinate and a complete report of all of the grants we have in the City.

Mr. MacKenzie replied he would work with the Finance Department, Finance puts out a monthly report on federal grants and this person would help ensure that all of them are listed and input them into HTE if necessary.

Alderman DeVries stated you mentioned a few departments he will be working with, will he also have the ability to work Fire (he or she) on homeland security grants, so it's not an expertise that will be missed.

Ms. Lamberton stated if you look at the class specification you'll see under the minimum requirements it says "six years of experience in grant/loan applications

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preferably in a government or non-profit work environment.” It’s not saying in housing or leasing, so hopefully you’ll get a good general sense because there’s a real knack to that grant writing.

Alderman DeVries stated I understand that just as important to the ability to write the grant is the ability to lobby it, is that planned for this individual.

Mr. MacKenzie replied yes I’d anticipated that a lot of the special grants we have to work with our congressional delegation.

Alderman DeVries stated you will be seeking an individual in that respect also.

Mr. MacKenzie replied yes.

On motion of Alderman Sysyn, duly seconded by Alderman Pinard, it was voted to approve the revised class specification and ordinance amendment for the establishment of a Grants Coordinator position.

//

Thibault, Lisa

From: Thibault, Lisa
Sent: Friday, March 10, 2006 8:36 AM
To: DEPT_HEADS
Cc: Johnson, Carol; LeBlond-Kang, Paula
Subject: Request from CIP Committee Re: Grant Writing

Please be advised that at a meeting of the Committee on Community Improvement, held on 3/7/2006, it was voted to have all department heads report, in writing, on their grant activities and who in their department is responsible for grant writing.

This information is requested for the next CIP meeting, which is tentatively scheduled for Tuesday, April 4, 2006 at 6 PM. Please have your report to the City Clerk's Office by Monday, March 27.

Thank you!

3/10/2006

Grant Report

All grant writing for the Airport is the responsibility of the Airport Director's Office. Attached is the Airport's summary listing of all grants applied for and received since the City's FY 2002, as well as a listing of the anticipated grants for FY 2006. Since FY 2002, Manchester Airport has applied for 18 federal Airport Improvement Program (AIP) grants totaling \$71,484,874 with approximately \$3,721,272 of State of NH 5% matching funds. All grant applications were approved (none disapproved), and the stipulated amounts subsequently received for a 100% success rate. The federal funds for these grants come from the Airports and Airways Trust Fund.

We fully expect that the three AIP grants upcoming in FY 2006 (totaling \$14,091,627 and the NH matching portion of \$929,025) will be approved and received. This is because of the special relationship that exists between all airports and the FAA. The FAA disperses these funds each year based on a nationwide priorities system established with each airport for its capital projects.

Before an airport submits its grant application, the airport and the FAA go through an extensive coordination and review process, such that the application itself has, in effect, been previously approved in principle by the FAA. Actual receipt of the application by the FAA then becomes the formal mechanism to award the funds previously agreed upon by both the FAA and the airport.

I must reiterate that these grant funds and the FAA/Airport process to receive them is precisely spelled out by federal law and is unique to the nationwide aviation system. Agencies other than commercial airports are not and can not be a part of this AIP grant funding system, and the funds can only go for airport capital projects related to airfield capacity, safety, security, and noise mitigation.

Manchester Airport
Airport Improvement Program (AIP) Grants
City Fiscal Years 2002 through 2006

City Fiscal Year ¹	Grant No.	Federal Grant Amount	State Matching Grant	Description
2002	AIP-43	\$2,250,000	\$125,000	Install Miscellaneous NAVAIDS
2002	AIP-44	\$2,637,650	\$146,536	Noise Mitigation Measures for Public Buildings; Noise Mitigation Measures for Residences within the 65 - 69 DNL
2002	AIP-45	\$10,307,782	\$572,655	Rehabilitate Runway 17 - 35
2002	AIP-46	\$2,419,602	\$134,422	Noise Mitigation Measures for Residences within the 65 - 69 DNL
2002	AIP-47	\$428,400	\$23,800	Acquire Security Equipment
2002	AIP-48	\$10,564,796	\$586,933	Rehabilitate Runway 17 - 35
2002	AIP-49	\$558,665	\$0	Security Enhancements
2003	AIP-50	\$7,051,266	\$0	Security Enhancements
2003	AIP-51	\$2,500,000	\$138,889	Noise Mitigation Measures for Public Buildings; Noise Mitigation Measures for Residences within the 65 - 69 DNL
2004	AIP-52	\$2,499,926	\$138,885	Noise Mitigation Measures for Residences within the 65 - 69 DNL
2003	AIP-53	\$368,140	\$20,452	Security Enhancements
2003	AIP-54	\$12,483,868	\$693,548	Rehabilitate Runway 17 - 35
2005	AIP-55	\$2,500,000	\$156,250	Noise Mitigation Measures for Residences within the 65 - 69 DNL
2005	AIP-56	\$6,500,000	\$433,333	Extend Runway 17 - 35; Rehabilitate Runway 17 - 35
2005	AIP-57	\$771,225	\$51,415	Construct Apron
2005	AIP-58	\$2,500,000	\$156,250	Noise Mitigation Measures for Residences within the 65 - 69 DNL
2005	AIP-59	\$5,143,554	\$342,904	Rehabilitate Runway 17 - 35
Total		\$71,484,874	\$3,721,272	
2006 ²	AIP-60	\$4,500,000	\$300,000	Rehabilitate Runway 17 - 35
2006 ²	AIP-61	\$2,500,000	\$156,250	Noise Mitigation Measures for Residences within the 65 - 69 DNL
2006 ²	AIP-62	\$7,091,627	\$472,775	Reconstruct Runway 06 and Extend Safety Area
Total		\$14,091,627	\$929,025	
Grand Totals		\$85,576,501	\$4,650,297	

NOTES:

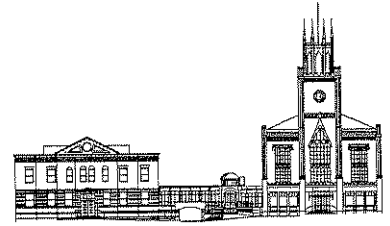
1. City Fiscal Year is year in which Grant Offer was received and accepted by Airport
2. Grants AIP 60, 61, & 62 for FY 2006 have not been received and may not be received until City FY 2007.

(



CITY OF MANCHESTER Board of Assessors

One City Hall Plaza, West Wing
Manchester, New Hampshire 03101
Tel: (603) 624-6520 – Fax: (603) 628-6288
Email: assessors@ci.manchester.nh.us
Web: www.ManchesterNH.Gov



David M. Cornell, Chairman
Thomas C. Nichols
Stephan W. Hamilton

Christine Hanagan
Assistant to Assessors

To: Committee on Community Improvements
From: Board of Assessors *DmC.*
Date: March 27, 2006
Re: Grant Activity Information Request

Honorable Committee Members:

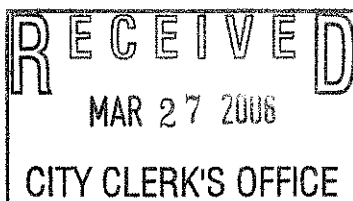
On March 7, 2006, the committee requested that all departments report, in writing, all grant activities and who is responsible for the grant writing.

The Assessors office does not have any current grant projects that are active. With the assistance of Dennis Hebert, we recently performed a search to identify any grants (assessing or technology) that we could potentially qualify for. Unfortunately, there are no grants available at this time that our office could utilize, but we will continue to search in the future. Chris Hanagan has recently been appointed as our in-house Grant Coordinator.

Respectfully submitted,

David M. Cornell

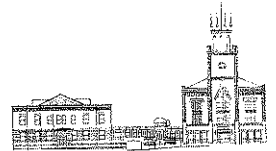
David M. Cornell, Chairman





CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

DATE: March 22, 2006

TO: Committee on Community Improvement Program

FROM: Sally Fellows, Archivist and Grants Coordinator for the Office of the City Clerk

RE: Grant Activities

I am writing two Preservation Grants on behalf of Central High School and the Cemetery Department. The National Endowment for the Humanities offers Preservation Assistance Grants in the amount of \$5,000. Grant funding would allow Central High School and the Cemetery Department to hire consultants to perform general preservation assessments of their historical collections and to help them draft long-range plans for the care of their material. This type of grant is also a springboard to apply for future grants with the National Endowment for the Humanities.

Sally Fellows



**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

March 10, 2006

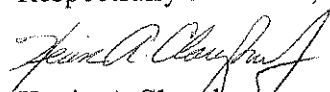
Alderman Michael Garrity, Chairman
Committee on Community Improvement
C/o Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

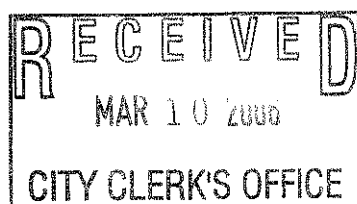
RE: Committee's request for information relating to grant activities

Dear Alderman Garrity,

Please be advised that the Finance Department has not been directly involved in the preparation of grant requests, rather the Department serves as a support resource for other departments that are preparing grant applications. We routinely provide process information about how funds will be recorded, accounted for, reported to interested parties (ie: federal agencies, foundations, etc.) and controlled for use consistent with grant intentions and audited, as well as raw financial data about historical expenditures, unit costs, etc.

Respectfully submitted,


Kevin A Clougherty

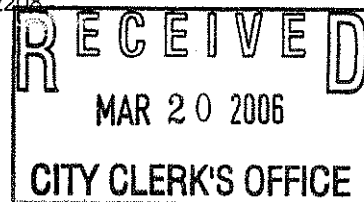




Joseph P. Kane
Chief of Department

City of Manchester Fire Department

100 Merrimack Street • Manchester, New Hampshire 03101-2208
(603) 669-2256 – Business • (603) 669-7707 – Fax
www.ci.manchester.nh.us



March 17, 2006

TO: Committee on Community Improvement Program
Board of Mayor and Aldermen

FROM: Fire Chief Joseph P. Kane

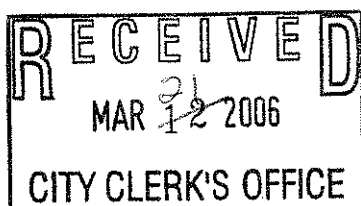
RE: Grant activities

While grants for Fire Departments have historically been non-existent, we have been able to capitalize on the post 9/11 security and training grants to insure our ability to respond to emergencies. Attached, is a list of the Homeland Security grants applied for and received over the past two years.

Also, we have received \$72,489 for various Emergency Planning; Domestic Preparedness and Emergency Management Assistance activities as well as \$84,710 for Seabrook related programs through the state's Emergency Management Agency.

In addition, we have secured grants through the Fire Act of \$561,375 for Wellness equipment and training and \$750,000 for a new Fire/Police computer aided dispatch system and technology upgrades for the 911 system.

Our grant writers have been District Chief Nicholas Campasano for Homeland Security, District Chief Daniel Goonan for Emergency Management and Deputy Chief David Albin for the Fire Act grants. Business Services Officer Brent Lemire administers the grants.



Fire/Ambulance Emergency 9-1-1

Year	Applications	Awarded	Denied	Percentage
2004	9	6	3	67%
2005	8	5	3	63%

2004 Competitive Homeland Grants

	\$ Requested	Source	Total \$
Station 6 Security	\$ 24,101.00	Homeland Security	
Station 9 Security *	\$ 24,738.00	Homeland Security	
Wastewater Security	\$ 49,000.00	Homeland Security	
EOC Computer Package	\$ 53,000.00	Homeland Security	
EOC Security	\$ 11,200.00	Homeland Security	
Tier II Manager Program	\$ 89,000.00	Homeland Security	
CIMs Unit	\$ 29,000.00	Homeland Security	
Airport Containment Unit	\$ 36,650.00	Homeland Security	\$ 310,689.00
Baseball Stadium Security	\$ 145,000.00	Homeland Security	
Police Interoperable Radios	\$ 202,000.00	Homeland Security	
School Interoperable Radios	\$ 124,000.00	Homeland Security	\$ 471,000.00

* Combined under one grant request

2005 Competitive Homeland Grants

	\$ Requested	Source	Total \$
Regional Response Vehicle	\$ 43,000.00	Homeland Security	
Air Compressor System	\$ 60,000.00	Homeland Security	
EOC Computer Package	\$ 43,000.00	Homeland Security	
Fiber Optic	\$ 146,377.45	Homeland Security	
Emergency Communication	\$ 103,000.00	Homeland Security	\$ 395,377.45
Command Vehicle	\$ 79,745.00	Homeland Security	
APR Filter Replacement	\$ 9,625.00	Homeland Security	
Police Radio Enhancement	\$ 193,839.00	Homeland Security	\$ 283,209.00

Note: There was no competitive grant process prior to 2004



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

March 14, 2006

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall,
Manchester, New Hampshire 03101

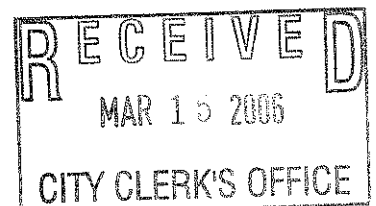
Attn: Leo R. Bernier, City Clerk

Re: *Grants Summary*

Dear Committee Members:

As requested, please find a copy of the grants received by the Highway Department over the past five years. Please note that we have been very successful with our grant requests and I do not know of any unsuccessful requests. Grant writing is performed by several employees, dependent upon the project.

- (1) Household Hazardous Waste Grants
 - 50% City, 50% State funding
- (2) Landfill Closure
 - 20% of the bond payment paid by the State.
(See attached summaries.)
- (3) Oil Fund Disbursement
 - Not sure whether this would be considered a grant, but they are reimbursements for the clean-up of underground storage tanks which have leaked. Funds must be applied for.
- (4) Bridges
 - This is a State Bridge Aid fund and must be applied for.
- (5) Environmental Protection Division Grants

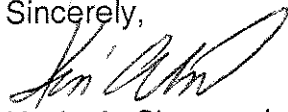


March 14, 2006

Pg. (2)

Please feel free to contact me at this office should you have any questions pertaining to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin A. Sheppard', written over the word 'Sincerely,'.

Kevin A. Sheppard, P.E.
Deputy Public Works Director

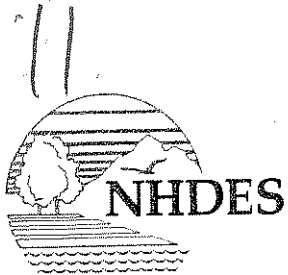
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cc: Frank C. Thomas, P.E.
Robert MacKenzie, Planning Dir.

① 11

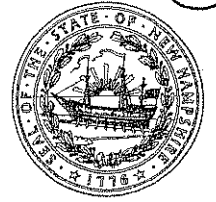
Household Hazardous Waste Grants
(50% City, 50% State)

<u>Calendar Yr.</u>	<u>Spring</u>	<u>Fall</u>
2006	Unsuccessful no \$ available.	
2005	\$10,291.60	\$ 8,155.91
2004	10,300.00	8,977.61
2003	7,842.65	9,312.43
2002	5,153.54	11,500.00
2001	7,068.71	5,759.93



State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

6 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095
(603) 271-2900 FAX (603) 271-2456



July 15, 1997

Mr. Kevin A. Sheppard, P.E.
Deputy Public Works Director
Manchester Department of Highways
227 Maple Street
Manchester, NH 03103

RE: Landfill Closure Grant Stage I (hydrogeological and engineering activities) - Manchester
Dunbarton Road Municipal Landfill (Site # 840355). Final calculation of current grant eligibility.
Grant Number L-049.

Dear Mr. Sheppard:

As you know on May 28, 1997 the Governor and Executive Council approved the referenced State Aid Landfill Closure Grant under the provisions of RSA 149-M. The "Not-To-Exceed" maximum grant amount of \$555,055.00 was approved for the 20% share of eligible costs incurred in conjunction with the pre-closure activities (hydrogeological, engineering, and remedial actions) that have occurred through January 1, 1996. On June 11, 1997, I received the requested landfill closure related bond sale and amortization information from the City of Manchester's Finance Department. The final eligibility determination of the grant application documentation submitted concluded that in fact, at this time, the City of Manchester is eligible for an amortized grant reimbursement per RSA 149-M of \$428,442.59, in total, for the work completed and applied for to date. This amount reflects the total grant eligible amount of \$1,420,236.62 ratioed against the amount bonded of \$2,440,000.00.

I have prepared three Provisional State Aid Grant Amortization Schedules for this grant which correspond with the bonds issued by the City for this project. These schedules are enclosed with this letter. Please note that payments by the State will be made once a year prior to the due date of the bond principal payment. This payment will cover our share of the principal and interest payments scheduled to be made by the City for that Fiscal Year. Because the costs of this portion of the closure were covered by three bond issues with principal payments due June 1 and July 1, payment on the grant eligible share can be expected on or about June 15. We anticipate that we will make the conclusion of first grant eligible payment for \$36,314.86 for costs incurred through Fiscal Year 1997 for the 1991 Bond and Fiscal Year 1998 for the 1993 Bond, as soon as possible. We had previously issued a payment for \$95,000.00 to the City prior to June 30, 1997. Thus, the total initial payment to the City will be \$131,314.86.

Please remember to file the "Certification Regarding Eligible Expenditures and Future Financial Contributions" form yearly as requested in my May 29, 1997 letter to you. We have received the initial filing of this form, to date. If you have any questions, please feel free to contact me at 271-2925.

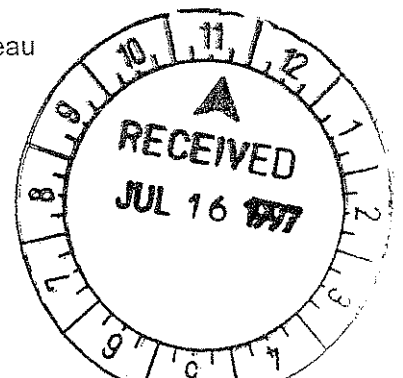
Sincerely,

Pamela Urban-Morin

Pamela Urban-Morin
Grants Program Coordinator
WMD-Solid Waste Management Bureau

cc: Raymond Wieczorek, Mayor of Manchester
Frank Thomas, P.E. Director of Manchester Public Works
Kevin Clougherty, Manchester Finance Officer
Mike Sills, Ph.D., P.E. Chief Engineer NH DES-WMD

PUM/RSR/machester1/final.elig.
Grant File & SWMB City file



20% Grant-Manchester Dunbarton Road Municipal Landfill Closure Bond Payment Schedule-\$190,000 Bond-1991									
Principal Payment Due by City of Manchester by 6/1 of the year									
Eligible Finance Ratio = 0.5820641885246 Total Bonded sum for this phase = \$2,440,000.0									
Fiscal Year	Total Principal	Principal payment	Principal x Finance Ratio	20% Grant Principal	Interest rate	Interest Amount	Interest x Finance Ratio	Grant Amount Interest	Payout FY Total
1992	\$190,000.00	\$20,000.00	\$11,640.00	\$2,328.00	6.0000%	\$9,587.50	\$5,579.93	\$1,115.99	\$3,443.99
1993	\$170,000.00	\$20,000.00	\$11,640.00	\$2,328.00	6.0000%	\$10,305.00	\$5,997.51	\$1,199.50	\$3,527.50
1994	\$150,000.00	\$20,000.00	\$11,640.00	\$2,328.00	6.0000%	\$9,105.00	\$5,299.11	\$1,059.82	\$3,387.82
1995	\$130,000.00	\$20,000.00	\$11,640.00	\$2,328.00	6.0000%	\$7,905.00	\$4,600.71	\$920.14	\$3,248.14
1996	\$110,000.00	\$20,000.00	\$11,640.00	\$2,328.00	6.0000%	\$6,705.00	\$3,902.31	\$780.46	\$3,108.46
1997	\$90,000.00	\$20,000.00	\$11,640.00	\$2,328.00	6.0000%	\$5,505.00	\$3,203.91	\$640.78	\$2,968.78
1998	\$70,000.00	\$20,000.00	\$11,640.00	\$2,328.00	6.1000%	\$4,285.00	\$2,493.87	\$498.77	\$2,826.77
1999	\$50,000.00	\$20,000.00	\$11,640.00	\$2,328.00	6.1000%	\$3,065.00	\$1,783.83	\$356.77	\$2,684.77
2000	\$30,000.00	\$15,000.00	\$8,730.00	\$1,746.00	6.1000%	\$1,845.00	\$1,073.79	\$214.76	\$1,960.76
2001	\$15,000.00	\$15,000.00	\$8,730.00	\$1,746.00	6.2000%	\$930.00	\$541.26	\$108.25	\$1,854.25
				\$22,116.00		\$59,237.50	\$34,476.23	\$6,895.25	\$29,011.25

20% Grant-Manchester Dunbarton Road Municipal Landfill Closure Bond Payment Schedule-\$190,000 Bond-1993

Principal Payment Due by City of Manchester by 7/1 of the year

Eligible Finance Ratio = 0.5820641885246 Total Bonded sum for this phase = \$2,440,000.0

Fiscal Year	Total Principal	Principal payment	Principal x Finance Ratio	20% Grant Principal	Interest rate	Interest Amount	Interest x Finance Ratio	Grant Amount Interest	Payout FY Total
1994	\$250,000.00	\$0.00	\$0.00	\$0.00	3.0000%	\$5,273.96	\$3,089.44	\$613.89	\$613.89
1995	\$250,000.00	\$25,000.00	\$14,550.00	\$2,910.00	3.0000%	\$11,062.50	\$6,438.38	\$1,287.68	\$4,197.68
1996	\$225,000.00	\$25,000.00	\$14,550.00	\$2,910.00	3.5000%	\$10,250.00	\$5,965.50	\$1,193.10	\$4,103.10
1997	\$200,000.00	\$25,000.00	\$14,550.00	\$2,910.00	3.9000%	\$9,325.00	\$5,427.15	\$1,085.43	\$3,995.43
1998	\$175,000.00	\$25,000.00	\$14,550.00	\$2,910.00	4.0000%	\$8,337.50	\$4,832.43	\$970.49	\$3,880.49
1999	\$150,000.00	\$25,000.00	\$14,550.00	\$2,910.00	4.2500%	\$7,306.25	\$4,252.24	\$850.45	\$3,760.45
2000	\$125,000.00	\$25,000.00	\$14,550.00	\$2,910.00	4.5000%	\$6,212.50	\$3,615.68	\$723.14	\$3,633.14
2001	\$100,000.00	\$25,000.00	\$14,550.00	\$2,910.00	4.6000%	\$5,075.00	\$2,953.65	\$590.73	\$3,500.73
2002	\$75,000.00	\$25,000.00	\$14,550.00	\$2,910.00	4.7000%	\$3,912.50	\$2,277.08	\$455.42	\$3,365.42
2003	\$50,000.00	\$25,000.00	\$14,550.00	\$2,910.00	4.8000%	\$2,725.00	\$1,585.95	\$317.19	\$3,227.19
2004	\$25,000.00	\$25,000.00	\$14,550.00	\$2,910.00	8.5000%	\$1,062.50	\$618.38	\$123.68	\$3,033.68
						70542.71			\$37,311.17

20% Grant-Manchester Dumbarton Road Municipal Landfill Closure Bond Payment Schedule-\$190,000 Bond-1993

Principal Payment Due by City of Manchester by 7/1 of the year

Eligible Finance Ratio = 0.5820641885246 Total Bonded sum for this phase = \$2,440,000.0

Fiscal Year	Total Principal	Principal payment	Principal x Finance Ratio	20% Grant Principal	Interest rate	Interest Amount	Interest x Finance Ratio	Grant Amount Interest	Payout FY Total
1994	\$2,000,000.00	\$0.00	\$0.00	\$0.00	3.00000%	\$45,673.06	\$26,581.72	\$5,316.34	\$5,316.34
1995	\$2,000,000.00	\$100,000.00	\$58,200.00	\$11,640.00	3.00000%	\$97,550.00	\$56,774.10	\$11,354.82	\$22,994.82
1996	\$1,900,000.00	\$100,000.00	\$58,200.00	\$11,640.00	3.50000%	\$94,300.00	\$54,882.60	\$10,976.52	\$22,616.52
1997	\$1,800,000.00	\$100,000.00	\$58,200.00	\$11,640.00	3.90000%	\$90,600.00	\$52,729.20	\$10,545.84	\$22,185.84
1998	\$1,700,000.00	\$100,000.00	\$58,200.00	\$11,640.00	4.00000%	\$86,650.00	\$50,430.30	\$10,086.06	\$21,726.06
1999	\$1,600,000.00	\$100,000.00	\$58,200.00	\$11,640.00	4.25000%	\$82,525.00	\$48,029.55	\$9,605.91	\$21,245.91
2000	\$1,500,000.00	\$100,000.00	\$58,200.00	\$11,640.00	4.50000%	\$78,150.00	\$45,483.30	\$9,096.66	\$20,736.66
2001	\$1,400,000.00	\$100,000.00	\$58,200.00	\$11,640.00	4.60000%	\$73,600.00	\$42,835.20	\$8,567.04	\$20,207.04
2002	\$1,300,000.00	\$100,000.00	\$58,200.00	\$11,640.00	4.70000%	\$68,950.00	\$40,128.90	\$8,025.78	\$19,665.78
2003	\$1,200,000.00	\$100,000.00	\$58,200.00	\$11,640.00	4.80000%	\$64,200.00	\$37,364.40	\$7,472.88	\$19,112.88
2004	\$1,100,000.00	\$100,000.00	\$58,200.00	\$11,640.00	8.50000%	\$57,550.00	\$33,494.10	\$6,698.82	\$18,338.82
2005	\$1,000,000.00	\$100,000.00	\$58,200.00	\$11,640.00	5.00000%	\$50,800.00	\$29,565.60	\$5,913.12	\$17,553.12
2006	\$900,000.00	\$100,000.00	\$58,200.00	\$11,640.00	5.10000%	\$45,750.00	\$26,626.50	\$5,325.30	\$16,965.30
2007	\$800,000.00	\$100,000.00	\$58,200.00	\$11,640.00	5.20000%	\$40,600.00	\$23,629.20	\$4,725.84	\$16,365.84
2008	\$700,000.00	\$100,000.00	\$58,200.00	\$11,640.00	5.30000%	\$35,350.00	\$20,573.70	\$4,114.74	\$15,754.74
2009	\$600,000.00	\$100,000.00	\$58,200.00	\$11,640.00	5.30000%	\$30,050.00	\$17,489.10	\$3,497.82	\$15,137.82
2010	\$500,000.00	\$100,000.00	\$58,200.00	\$11,640.00	5.40000%	\$24,700.00	\$14,375.40	\$2,875.08	\$14,515.08
2011	\$400,000.00	\$100,000.00	\$58,200.00	\$11,640.00	5.50000%	\$19,250.00	\$11,203.50	\$2,240.70	\$13,880.70
2012	\$300,000.00	\$100,000.00	\$58,200.00	\$11,640.00	5.50000%	\$13,750.00	\$8,002.50	\$1,600.50	\$13,240.50
2013	\$200,000.00	\$100,000.00	\$58,200.00	\$11,640.00	5.50000%	\$8,250.00	\$4,801.50	\$960.30	\$12,600.30
2014	\$100,000.00	\$100,000.00	\$58,200.00	\$11,640.00	5.50000%	\$2,750.00	\$1,600.50	\$320.10	\$11,960.10
	\$0.00					\$1,110,998.06			\$362,120.17

2003

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5

6

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2008

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2010

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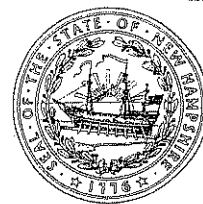
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State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

6 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095
(603) 271-2900 FAX (603) 271-2456



October 7, 2004

Mr. Kevin Sheppard, P.E.
City of Manchester
227 Maple Street
Manchester, NH 03103-5596

**SUBJECT: LANDFILL CLOSURE GRANT PAYMENT FOR THE CITY OF MANCHESTER
MUNICIPAL UNLINED LANDFILL, GRANT NUMBER L-124**

Dear Mr. Sheppard:

On October 6, 2004, the Governor and Executive Council approved a landfill closure grant under the provisions of RSA 149-M. The "not to exceed" amount of \$3,301,884.48 was approved for 20% of eligible costs incurred in conjunction with the closure of the Manchester Municipal Unlined Landfill.

Based on information filed with the grant application, it has been determined that closure costs in the amount of \$12,824,130.33 are eligible to be reimbursed at 20%. As indicated on the enclosed payment schedule, you are eligible for a payment in the amount of \$200,624.29 for the SRF payment that was due August 1, 2004. Future payments are based on the enclosed schedule. A request for payment has been initiated.

Please note, pursuant to RSA 149-M:46 failure to close the solid waste landfill in accordance with plans and specifications approved by the Department or to provide proper post-closure monitoring and maintenance of the landfill shall result in loss of payments of the annual grant installment next following such failure. Such loss of payment of the annual grant installment shall continue in effect until such time as the municipality has completed the steps necessary to close the landfill in accordance with plans and specifications approved by the Department and has provided proper post-closure monitoring and maintenance of the landfill.

Should you have any questions regarding this matter, please do not hesitate to contact me at the Solid Waste Management Bureau at 271-2925.

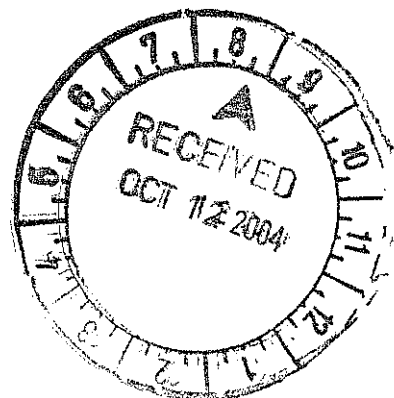
Sincerely,


Patricia J. Juranty

Supervisor, Financial Oversight Section
Solid Waste Management Bureau

Enclosure

cc: Mike Guilfooy, SWMB
Grant File



Manchester Municipal Landfill Closure
20% Grant Calculation for Eligible Payments

State Fiscal Year	Date Due	Principal Pmt.	Ratio	Principal Pmt. Eligible	Interest Rate	Interest Pmt.	Interest Pmt. Eligible	Grant Payment Principal	Grant Payment Interest	Ratio	Eligible Cash Amount \$0.00%	Eligible Cash Amount \$0.00%
2005	08/01/04	\$661,058.30	97.00%	\$641,206.52		\$373,119.86	\$361,914.96	\$128,241.30	\$72,382.99		\$0.00	\$200,624.
2006	08/01/05	\$661,058.30	97.00%	\$641,206.52		\$342,626.90	\$332,337.71	\$128,241.30	\$66,487.54			\$194,708.
2007	08/01/06	\$661,058.30	97.00%	\$641,206.52		\$324,593.91	\$314,846.26	\$128,241.30	\$62,969.25			\$191,210.
2008	08/01/07	\$661,058.30	97.00%	\$641,206.52		\$306,560.91	\$297,354.79	\$128,241.30	\$59,470.96			\$187,712.
2009	08/01/08	\$661,058.30	97.00%	\$641,206.52		\$288,527.92	\$279,863.34	\$128,241.30	\$55,972.67			\$184,213.
2010	08/01/09	\$661,058.30	97.00%	\$641,206.52		\$270,494.92	\$262,371.88	\$128,241.30	\$52,474.36			\$180,715.
2011	08/01/10	\$661,058.30	97.00%	\$641,206.52		\$252,461.93	\$244,880.42	\$128,241.30	\$48,976.08			\$177,217.
2012	08/01/11	\$661,058.30	97.00%	\$641,206.52		\$234,428.93	\$227,388.96	\$128,241.30	\$45,477.79			\$173,719.
2013	08/01/12	\$661,058.30	97.00%	\$641,206.52		\$216,395.94	\$209,897.50	\$128,241.30	\$41,979.50			\$170,220.
2014	08/01/13	\$661,058.30	97.00%	\$641,206.52		\$198,362.94	\$192,406.04	\$128,241.30	\$38,481.21			\$166,722.
2015	08/01/14	\$661,058.30	97.00%	\$641,206.52		\$180,329.95	\$174,914.59	\$128,241.30	\$34,982.92			\$163,224.
2016	08/01/15	\$661,058.30	97.00%	\$641,206.52		\$162,296.95	\$157,423.12	\$128,241.30	\$31,484.62			\$159,725.
2017	08/01/16	\$661,058.30	97.00%	\$641,206.52		\$144,263.96	\$139,931.67	\$128,241.30	\$27,986.33			\$156,227.
2018	08/01/17	\$661,058.30	97.00%	\$641,206.52		\$126,230.96	\$122,440.21	\$128,241.30	\$24,488.04			\$152,729.
2019	08/01/18	\$661,058.30	97.00%	\$641,206.52		\$108,197.97	\$104,948.75	\$128,241.30	\$20,989.75			\$149,231.
2020	08/01/19	\$661,058.30	97.00%	\$641,206.52		\$90,164.97	\$87,457.29	\$128,241.30	\$17,491.46			\$145,732.
2021	08/01/20	\$661,058.30	97.00%	\$641,206.52		\$72,131.98	\$69,965.83	\$128,241.30	\$13,993.17			\$142,234.
2022	08/01/21	\$661,058.30	97.00%	\$641,206.52		\$54,098.98	\$52,474.37	\$128,241.30	\$10,494.87			\$138,736.
2023	08/01/22	\$661,058.30	97.00%	\$641,206.52		\$36,085.99	\$34,982.92	\$128,241.30	\$6,996.58			\$135,237.
2024	08/01/23	\$661,058.30	97.00%	\$641,206.52		\$18,033.00	\$17,491.46	\$128,241.30	\$3,498.29			\$131,739.
		\$13,221,165.94		\$12,824,130.33		\$3,799,388.87		\$2,564,826.07	\$737,058.41			\$3,301,884.

==



CITY OF MANCHESTER
DEPARTMENT OF HIGHWAYS

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 FAX (603) 624-6487

E-Mail Address: Highway@ci.manchester.nh.us

Web Site: www.ManchesterNH.gov

DATE: 12/7/04 TIME: 4:18 pm

TO: Guy Belzine
COMPANY: Finance Dept

TELEPHONE NO.: _____

FAX NUMBER: 624-6549

FROM: K. Sheppard

COMPANY: Env.

TELEPHONE NO.: _____

FAX NUMBER: 624-6487

COMMENTS: _____

OF PAGES (Including Cover): 4

IF THIS MESSAGE IS UNCLEAR OR INCOMPLETE, CONTACT CAROLINE AT:
(603) 624-6444.

City of Manchester Petroleum Fund-Eligible Facility Reimbursements

As of February 2, 2006

DES Site No.	Site Name	Owner	Town	Proj. Type	Invoiced Costs	Eligible Costs	Deductible	Paid	Proj. Manager
198200007	PRECISION HANGARS	MANCHESTER AIRPORT AUTHORITY	LONGFORDERRY	OPUF	\$0.007	\$7,574	\$100	\$7,474	CLOSED
199009013	MANCHESTER HIGHWAY GARAGE	CITY OF MANCHESTER	MANCHESTER	LUST	\$1,091,371	\$933,496	\$20,000	\$913,496	PERMITS-MANAGEMENT
199204013	MANCHESTER AIRPORT	MANCHESTER AIRPORT	MANCHESTER	LUST	\$23,604	\$7,636	\$30,000	\$0	CLOSED
199209018	CENTRAL FIRE STATION	CITY OF MANCHESTER	MANCHESTER	LUST	\$152,079	\$151,976	\$20,000	\$131,976	WHIPPLE
199210008	MANCHESTER POLICE DEPARTMENT	CITY OF MANCHESTER	MANCHESTER	LUST	\$61,306	\$61,306	\$30,000	\$31,306	PERMITS-MANAGEMENT
199504032	PARKS & RECREATION MAINT GARAGE	CITY OF MANCHESTER	MANCHESTER	LUST	\$53,290	\$52,849	\$20,000	\$32,849	PERMITS-MANAGEMENT
199742026	MANCHESTER TRANSIT AUTHORITY	MANCHESTER TRANSIT AUTHORITY	MANCHESTER	LUST	\$42,770	\$42,744	\$5,000	\$37,744	PERMITS-MANAGEMENT
199809057	HILLSIDE JUNIOR HIGH SCHOOL	CITY OF MANCHESTER	MANCHESTER	OPUF	\$48,519	\$48,519	\$100	\$48,419	HOPKINS
199809061	MANCHESTER SCHOOL OF TECHNOLOGY	CITY OF MANCHESTER	MANCHESTER	OPUF	\$15,719	\$15,719	\$100	\$15,619	CLOSED
199809062	BEECH STREET SCHOOL	CITY OF MANCHESTER	MANCHESTER	OPUF	\$18,418	\$18,418	\$100	\$18,318	CLOSED
199810009	LOWELL STREET SCHOOL	CITY OF MANCHESTER	MANCHESTER	OPUF	\$55,716	\$53,563	\$100	\$53,463	PERMITS-MANAGEMENT
199812080	WESTON SCHOOL	CITY OF MANCHESTER	MANCHESTER	OPUF	\$9,222	\$9,222	\$100	\$9,122	CLOSED
199907058	1037-1045 ELM STREET	CITY OF MANCHESTER	MANCHESTER	OPUF	\$51,434	\$51,129	\$100	\$51,029	PERMITS-MANAGEMENT
					\$1,631,595	\$1,454,207	\$125,700	\$1,350,812	

11

(4)

List of Grants
Manchester Highway Department
State Bridge Aid

Year	Project	Amount	Source
FY 01			
FY 02			
FY 03	Mammoth Road Bridge Rehab.	\$520,000	State/Federal Funds
FY 04			
FY 05			
FY 06			
	Total:	\$520,000	

GRANTS FROM FY'02 TO CURRENT EPD								
STATE AID GRANT PROGRAM								
3/02		S. Mammoth Rd Sewer / Phase 1			\$91,633			
8/01		FBI Study			\$ 5,876			
3/02		Crystal Lake Sewer & Pump Station			\$ 562,514			
12/01		CSO Bypass			\$ 459,840			
8/02		Theophile CSO Separation			\$ 514,725			
4/03		S. Mammoth Rd Sewer / Phase 2			\$ 79,974			
11/03		Electric St. CSO			\$ 770,381			
1/04		Varney St. CSO			\$ 476,624			
3/05		CRPSA Mechanical Screens			\$ 340,031			
1/05		S. Main South CSO			\$ 1,003,162			
1/05		Pond Drive Sewer			\$ 115,190			
1/05		Spruce St. Interceptor Repair			\$ 153,833			
7/01		WWTF Odor Control Study			\$ 12,488			
12/04		CBI, Phase I, Contract 3			\$ 349,044			
5/05		CSO Preliminary Design Reports			\$ 45,192			
FEDERAL STATE AND TRIBAL ASST GRANT PROGRAM (EARMARK)								
9/02		N. Main St. CSO			\$ 3,500,000			
3/04		W. Bridge / Bremer CSO			\$ 447,050			
9/04		W. Bridge / Bremer CSO			\$ 482,000			
2/06		Crescent Road CSO (Pending)			\$ 396,800			
NHDES WATERSHED GRANT								
10/06		NUTTS POND IMPROVEMENTS			\$ 60,000		PENDING	
6-Oct		CB CLEANING STRUCTURE			\$ 11,000		DENIED	



City of Manchester

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101

Tel: (603) 624-6543
Fax: (603) 628-6065

March 13, 2006

Alderman Michael Garrity
Chairman
Community Improvement Committee
One City Hall Plaza
Manchester, New Hampshire 03101

Dear Alderman Garrity;

In response to the Committee's request on grant funding, please find the enclosed report detailing the requested information from the Human Resources Department.

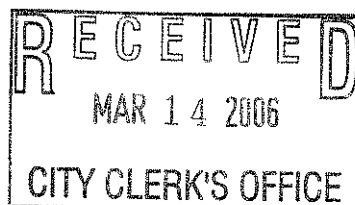
The Security Manager through the City's Emergency Operations Manager, Chief Kane, submitted the applications. The applications were in response to various funding sources available through Homeland Security.

I would be happy to make myself available to you or any committee members to answer any questions you may have.

Respectfully submitted,

Ronald L. Robidas, CPP
Security Manager

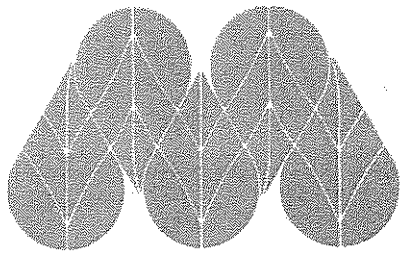
cc: Virginia Lamberton, Human Resources Director



HUMAN RESOURCES DEPARTMENT SECURITY GRANT APPLICATIONS

Proposals	Amount	Approved?	Status
Station 8 Cameras	\$ 15,318.00	Yes	Completed
Station 7 Security	\$ 33,306.00	Yes	Completed
Waste Water Security	\$ 25,000.00	Yes	Completed
Station 3 Security	\$ 26,330.00	Yes	Completed
Station 5 Security	\$ 26,518.00	Yes	Completed
Station 10 Security	\$ 28,185.00	Yes	Completed
Police Department Security	\$75,000.00	Yes	Completed
Radio Site Security	\$ 11,449.00	Yes	Completed
Central Station Security	\$ 25,800.00	Yes	Completed
Accountability System	\$ 7,500.00	Yes	Completed
Station 6 Security	\$ 24,101.00	Yes	Completed
Station 9 Security	\$ 24,738.00	Yes	Completed
Wastewater Security	\$ 53,000.00	Yes	Completed
EOC Security	\$ 11,200.00	Yes	In Progress
*Fiber Optic	\$ 146,377.45	Yes	
Total Security Grants Approved	\$ 533,822.45		
*Info. Systems Dept. project/Grant submitted through HR-Security			
Baseball Stadium Security	\$145,000.00	No	N/A

11



**City of Manchester
City Library**

Carpenter Memorial Building
405 Pine Street
Manchester, New Hampshire 03104-6199
(603) 624-6550

Committee on Community Improvement
City Hall Plaza
Manchester, New Hampshire 03101
March 20, 2006

Dear Committee Members:

The Manchester City Library has written grants for the following purposes over the course of the past several years:

- To supplement our material lines by requesting funds to purchase specific library materials such as non-fiction books and foreign language materials.
- To renovate the library or add new services that the city's operating budget could not cover. Examples are new shelving and carpeting for the Main Library, computer training room equipment, and to establish a space for Young Adults in the Main Library.
- To assist with programming costs for Children's programs and Author visits for book discussions.
- To find operating costs for the Learn to Read program, an accredited Literacy program, which is housed in the library but not a library run service.

For the most part over the course of my time here at the City Library, the Library Director wrote grants. Grant applications were usually submitted on behalf of the Library Foundation. Occasionally our librarians would apply for grants totaling less than \$1000, which were usually granted through the New Hampshire State Library and the New Hampshire State Humanities Council. Grants for the Learn to Read program were submitted on their behalf by the Library Director.

If you should need further information from the Library Department regarding past grant activities please let me know. I can be reached at 603-624-6550 X329.

Sincerely,

Denise M. van Zanten
Interim Library Director

Thibault, Lisa

From: Vigneault, Barbara
Sent: Wednesday, March 15, 2006 9:54 AM
To: Thibault, Lisa
Subject: grant report CIP

Hi Lisa, I have a list of grants we received with the help of Planning for the Center. And a small one we have applied for from the State. We've been fundraising so I've attached that as well just for FYI. I think they're looking for Federal Grants though. Barbara

3/15/2006



CITY OF MANCHESTER

Senior Services Department

151 Douglas Street
Manchester, New Hampshire 03102
(603) 624-6533 • Fax (603) 628-6159
Email: senior@manchesternh.gov



March 15, 2006

Senior Services Department
Barbara Vigneault, Director

Successful Grants Applications

Arthur Getz Trust 2004-5	\$ 5,000.
Ann DeNicola Trust 2004-5	\$ 5,000.
Gogswell Benevolent Trust 2004-5	\$ 25,000.
Billings Trust 2004	\$ 4,000.
Walmart 2004	\$ 1,000.
Gruber Foundation 2004	\$ 1,000.
Sam Hunt Foundation 2004	\$ 10,000.

\$51,000.

Unsuccessful Grant Applications

Walmart 2005	\$ 1,000.
Mary Gale 2004	\$50,000.
Mary Gale 2005	\$47,630.

\$98,000.

Outstanding for 2006

Health and Human Services BEAS \$2,500.

Total Grant applications awarded = 7

Total unsuccessful Grant Applications = 3

Total Grants not yet notified = 1

(Attached find Fundraising Campaign update as an FYI)

Senior Stampede Walk 2006

David L. Nixon	2/15/2006	#689	\$	1,000.00	corporate
Craig & Gatzoulis, PLLC	2/13/2006	#1318	\$	2,000.00	corporate
Nixon, Raiche, Manning, Vogleman & Leach, PA	2/17/2006	#1044403	\$	1,000.00	corporate
Thomas Craig, PA	2/27/2006	#1376	\$	100.00	donation
George's Apparel, Inc.	2/24/2006	#2093	\$	200.00	donation
Hanover Hill Health Care Center	2/24/2006	#103137	\$	200.00	Friend
Arthur M. Connelly, Esq.	2/22/2006	#3804	\$	50.00	donation
Moquin & Daley PA	2/23/2006	#42478	\$	50.00	donation
Roland R. Pare	2/28/2006	#1377	\$	25.00	donation
Hillcrest Terrace	3/1/2006	#0000041742	\$	200.00	Friend
The Yard Restaurant	3/2/2006	#13867	\$	200.00	Friend
Lambert Funeral Home	3/3/2006	#16942	\$	100.00	donation
Central Paper Products Co.	2/24/2006	#53882	\$	200.00	Friend
Cronin & Bisson, PC (John G. Cronin)	3/3/2006	#11884	\$	100.00	donation
Molloy Sound (Bob Molloy)	2/27/2006	#3563	\$	200.00	Friend
Fernando Insurance Associates, Inc. (Dick)	3/1/2006	#30229	\$	200.00	Friend
Richard Nault (Nault's Honda Powerhouse)	3/7/2006	#1066	\$	50.00	donation
CMC			\$	200.00	Friend
Hanaford's			\$	200.00	Friend
Law Office of David C. Dunn PA	3/10/2006	#2110	\$	100.00	donation
Townhouse Road Properties, LLC	3/10/2006	#3317	\$	200.00	Friend
Brady Sullivan	3/8/2006	#10160	\$	2,000.00	Corporate
Dachowski Photography	3/13/2006	#3715	\$	200.00	Friend
Nancy Montplaisir	3/14/2006	#1577	\$	25.00	donation
Richard and Paula Pease	3/10/2006	#3718	\$	50.00	donation
Total paid			\$	8,850.00	

Inkind services
Ray Garon WFEA Radio

Pledged
Amoskeag Beverages
Manchester Airport
Dick Anagnost
Elliot Senior Health Center
Country-wide Mortgage
Shaws

Total Pledged
Total Pledged and Paid

\$ 8,500.00
\$ 17,350.00

\$ 2,000.00 Corporate

\$ 1,000.00
\$ 2,000.00 Corporate
\$ 1,000.00
\$ 1,500.00
\$ 2,000.00 Corporate
\$ 1,000.00

==

Gifts

Nadeau's	2/21/2006	4-\$25. Gcert.
The Highlander Inn	3/1/2006	overnight for 2 GC
Puritan Backroom	2/28/2006	GC \$25. For raffle

Food

Soups: Yard,Tinkers,Chateau, Milly's Tavern
Richard's Bistro
coffee & Bagels for walkers (D. Anagnost)
Red Bull for 500 walkers
Central Paper Products

3/13/2006 500 cups & Spoons

Bills

Postage	\$273.00	stamps - mailing
Super Graphics	\$350.00	poster prints

Thibault, Lisa

From: Boutilier, Denise
Sent: Monday, March 13, 2006 8:51 AM
To: Thibault, Lisa
Cc: Lolicata, Thomas; Johnson, Carol; Leblanc, Kim
Subject: Request from CIP Committee RE: Grant writing

Please be advised that the Traffic Department has no grant activities.



Denise Boutilier
Administrative Services Manager
Manchester Traffic Department
480 Hayward St.
Manchester, NH 03103
Tel. 603-624-6580
Fax. 603-624-6583
Email: dboutilier@ci.manchester.nh.us

3/13/2006

11
Thibault, Lisa

From: Bowen, Thomas
Sent: Friday, March 10, 2006 9:34 AM
To: Thibault, Lisa
Subject: RE: Request from CIP Committee Re: Grant Writing

Lisa,

Attached is a summary of recent Grants and State Loans received by MWW. This information was previously submitted to the Planning Dept at their request on Jan 26 of this year.

With regard to Grant writing, the majority of the funding available to water utilities are very small grants and loans from the NH Dept of Environmental Services these are prepared annually by MWW senior staff and administration.

Tom Bowen
Manchester Water Works
603-624-6590

From: Thibault, Lisa
Sent: Friday, March 10, 2006 8:36 AM
To: DEPT_HEADS
Cc: Johnson, Carol; LeBlond-Kang, Paula
Subject: Request from CIP Committee Re: Grant Writing

Please be advised that at a meeting of the Committee on Community Improvement, held on 3/7/2006, it was voted to have all department heads report, in writing, on their grant activities and who in their department is responsible for grant writing.

This information is requested for the next CIP meeting, which is tentatively scheduled for Tuesday, April 4, 2006 at 6 PM. Please have your report to the City Clerk's Office by Monday, March 27.

Thank you!

3/10/2006

Manchester Water Works
List of grants & low interest loans received
For Fiscal Year 2002 through 2006

Grantee	Type & Description	Amount	Grant period
Grants			
NH Department of Environmental Services (DES)	Local Source Water Protection - Millfoil	\$ 10,187.00	6/2004 - 6/2005
NH Department of Environmental Services (DES) / US EPA	Federal Earmark - Ozone System @ Treatment Plant	\$ 447,050.00	6/2003 - 12/31/2005
NH Department of Environmental Services (DES)	Local Source Water Protection - Watershed Zoning Overlay Dist.	\$ 15,000.00	6/2003 - 6/2004
US EPA	Federal - Vulnerability Assessment	\$ 114,924.00	06/01/02 - 06/30/2003
NH Department of Environmental Services (DES)	Watershed Assistance - Conservation & Education	\$ 35,000.00	04/17/2002 - 12/31/2004
NH Department of Environmental Services (DES)	Local Source Water Protection - Deerneck Bridge Boat Launch	\$ 15,000.00	06/2002 - 06/2003
		\$ 637,161.00	
Loans			
Department of Environmental Services (DES)	State Drinking Water Revolving Loan Fund (SRF)	\$ 2,038,819.94	10/23/2002 - 7/01/03
Department of Environmental Services (DES)	State Drinking Water Revolving Loan Fund (SRF)	\$ 2,970,000.00	07/2003 - 10/21/2005
		\$ 5,008,819.94	
Unsuccessful Grant Application			
NH Department of Environmental Services (DES)	Watershed Assistance Grant - Watershed Mapping	\$ 15,000.00	2004

Thibault, Lisa

From: Boldin, Marty
Sent: Wednesday, March 15, 2006 7:14 AM
To: Thibault, Lisa
Subject: RE: Request from CIP Committee Re: Grant Writing

Dear Lisa,

I hope this email finds you well. OYS applies for the following grants:

United States Department of Justice - Office of Juvenile Justice and Delinquency Prevention - For "Wrap for Youth Resiliency Project" = 75k in FY2006
CIP Grant - For "Wrap for Youth Resiliency Project" = 37k in FY2006 (match)
New Hampshire Department of Health and Human Services - Block Grant - For "Alcohol and Drug Outpatient Treatment" = 40k in FY2006
Hillsborough County Department of Health and Human Services - 6% Incentive Grant - For "Summer Camp and Winterfest Activities" = 8k in FY2006
Hillsborough County Department of Health and Human Services - 6% Incentive Grant - For "FireSafe Fire Intervention Program" = 16k in FY2006
America's Promise 100 Best Communities for Young People - Award Recipient = 2k in FY2006
AmeriCorps Vista Volunteer - Results in one or two Full Time Equivalent Employees available to OYS at virtually no cost to the City.

-
OYS also assists uses its resources as a grant match for Weed-n-Seed / Awarded to the Health Department and a variety of city and private agencies in the city. 250k in FY2006.

OYS also assisted in the application for a smoking prevention coordination grant - appx 75k in FY2008 (rejected)

OYS is also assisting in working with the Eisenhower Foundation in its attempts to fund services for low income children in Manchester - funding estimated to exceed 100k in FY2008

-
OYS supports a variety of community and state agencies in applying for resources. The nature and scope of this support varies from project to project.

-
On each of these initiatives, the OYS Director is responsible for writing and reporting on the grant activity (except the FireSafe / Hillsborough County Grant).

-
Please advise as to whether or not this email sufficiently responds to your request. If you have any questions or need any further information, please do not hesitate to contact me. Thank you for you time and consideration.

3/15/2006

Sincerely,

Martin Boldin, LICSW, LADC, LCS
Director, Office of Youth Services
City of Manchester

1528 Elm Street / Lower Level
Manchester, New Hampshire 03101

mboldin@manchesternh.gov

(603) 624-6470 - voice
(603) 628-6285 - fax
(603) 785-0785 - cell

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From: Thibault, Lisa
Sent: Friday, March 10, 2006 8:36 AM
To: DEPT_HEADS
Cc: Johnson, Carol; LeBlond-Kang, Paula
Subject: Request from CIP Committee Re: Grant Writing

Please be advised that at a meeting of the Committee on Community Improvement, held on 3/7/2006, it was voted to have all department heads report, in writing, on their grant activities and who in their department is responsible for grant writing.

This information is requested for the next CIP meeting, which is tentatively scheduled for Tuesday, April 4, 2006 at 6 PM. Please have your report to the City Clerk's Office by Monday, March 27.

Thank you!

3/15/2006

12

**SAVE THE
SOLDIERS MONUMENT**

Box 457
Manchester, NH 03105

March 13, 2006

Alderman Mike Lopez
191 Woodbury Avenue
Manchester, NH 03102

Dear Alderman Lopez;

First I would like to thank you and the City of Manchester for their prior help to save the Civil War Memorial Fountain in Veterans Park. As a city asset it is important that we continue to maintain this very important historical structure. To date we have been able to upgrade the fountain to a usable state and it was operative in 2005. There has been some inquiring about it being selected as receiving a historical preservation award. We hope to rededicate it on November 4, 2006.

As such I would hope that the city could see fit to continue its stewardship and allocate \$10,000 - \$15,000 to the project so that we may take the next steps to upgrade the pump, mortar/paint, seal the structure, etc. This allocation of funds will go a long way to preserve the structural integrity for years to come. I thank you in advance.

Sincerely,

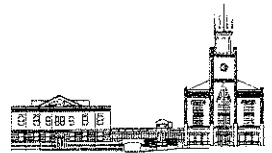


Ken P. Gelinas
(603) 625-8931



CITY OF MANCHESTER

Office of the City Clerk



13

Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

March 10, 2006

Jane Beaulieu, Project Chair
Weston Observatory Restoration Committee
For Manchester
83 Hanover Street, 3rd Floor
Manchester, NH 03101

Dear Ms. Beaulieu:

Please be advised that the Committee on Community Improvement would like a representative from the Weston Observatory Restoration Committee to attend their next meeting, tentatively scheduled for Tuesday, April 4, 2006 at 6 PM.

The Committee would like to get all parties together to discuss the current estimates for the restoration and to get the project moving forward.

If you have any questions, please feel free to call our office at 624-6473.

Sincerely,

Lisa Thibault
Legislative Assistant

pc: Chuck DePrima, Parks & Recreation
Kevin Sheppard, Highway

13
WESTON OBSERVATORY RESTORATION COMMITTEE

4/12/05 - Tabbed.
9/17/05 - "
10/11/05 - "
3/7/06 - "

April 12, 2005

City of Manchester CIP Committee
1 City Hall Plaza
Manchester, NH 03101

To The CIP Committee,

The Weston Observatory Restoration Committee met on April 5 to discuss the 2005 restoration project. The committee identified the observatory restoration needs. The observatory needs a new deck. The stonework needs repointing. The windows needs to be removed and refit. The metal staircase needs sandblasting and painting. The observatory needs electrical upgrading to comply with city codes. All of the above mentioned work is estimated to cost \$45,000.

The committee is working on a capital campaign to raise funds to match the city's contribution. We are requesting \$22,500 at this time with the remaining funds to be raised through grant writing and private contributions. Unless the city contributes to this campaign, it is unlikely that the committee would receive any grant funding from foundations. This is a city owned historic landmark in need of attention.

We would like to present to you an accurate estimate of all work to be done. We have identified local businesses wanting to begin work immediately if the city is willing to contribute their portion of this project. The committee will be meeting in May @ City Hall and in June with neighbors @ Hillside Middle School.

Our goal is to restore the observatory and the grounds surrounding the building to allow the community to once again enjoy this small parkland with incredible views. We will also develop a yearly maintenance plan and a self-sustainable plan for future. A cost analysis will be submitted upon request and monthly accounting reports will be given to the CIP committee for review.

We thank you for the consideration.

Sincerely,



Jane Beaulieu
Project Chair

FOR MANCHESTER
83 HANOVER STREET 3RD FLOOR
MANCHESTER, NEW HAMPSHIRE 03101

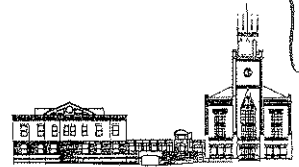


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memorandum

To: Committee on Community Improvement Program

From: Robert S. MacKenzie *RS*
Director of Planning & Community Development

Date: April 12, 2005

Subject: Weston Observatory

The Weston Observatory is a key City landmark that is located on Oak Hill overlooking Derryfield Park and the City. The building is listed on the National Register of Historic Places. It was last improved approximately 30 years ago. In order to improve security in the area, vehicular access to the Observatory was blocked off several years ago.

Given its landmark status, we would recommend the following steps:

- 1) That a professional evaluation be done of structural, mechanical and cosmetic aspects of the building with a recognition of its National Register status.
- 2) That a site evaluation be conducted to both improve its setting and to properly make recommendations on vehicular access, pedestrian access, site security and operational program.

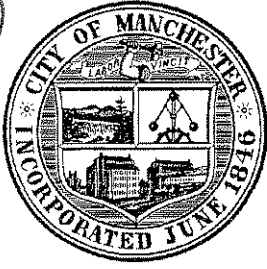
It is likely that the evaluation will take a couple of months and would make recommendations on prioritized capital improvements and operational methods. It is likely that the evaluation would take a few thousand dollars. It is recommended that the funds for this evaluation come from the existing Derryfield Park improvement program.

If you have any questions, we will be available at your next meeting.

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 FAX: (603) 624-6529
E-mail: planning@ci.manchester.nh.us
www.ci.manchester.nh.us

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CITY OF MANCHESTER
Parks, Recreation & Cemetery Department



625 Mammoth Road
Manchester, NH 03104-5491
(603) 624-6565 Administrative Office
(603) 624-6514 Cemetery Division
(603) 624-6569 Fax

COMMISSION

Stephen Johnson, Chairman
Sandra Lambert, Clerk
George "Butch" Joseph
Michael Worsley
Dennis Smith
Ronald Ludwig, Director

January 11, 2006

Alderman Mike Garrity, Chairman
City of Manchester Community Improvement Program
One City Hall Plaza
Manchester, NH 03101

Re: Weston Tower rehabilitation project

Dear Alderman Garrity:

I would like to update you on the Weston Tower restoration project. On December 31st, our department in conjunction with the City grant writer, Dennis Hebert, submitted a grant application for the Land & Community Heritage Investment Program (LCHIP) in the amount of \$196,0000 (See attached estimate from Lauer Architects P.A.) The grant amount we requested is a 50/ 50 type matching grant so our budget request for FY'07 will be in the amount of \$98,000.

It was determined through conversations with the program executive director, Rachael Rouillard and the office manager, Cheryl Carlson, that this project is eligible for LCHIP grant funds in order to preserve a significant cultural and historic resource such as Weston Tower.

Projects submitted will be listed on the NH Land and Community Heritage Register and will qualify to receive priority ranking from LCHIP. Those receiving priority ranking will be eligible for consideration for LCHIP funding, as it becomes available. Project summaries will be evaluated in January. Up to 20 applicants will then be invited to submit full applications to LCHIP in March. The LCHIP Board expects to award grants to projects that meet the LCHIP priorities and criteria in mid-April.

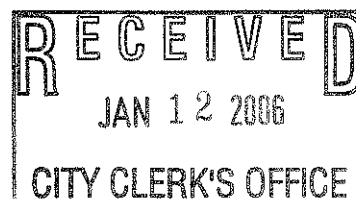
If you have any further questions Please do not hesitate to contact me.

Regards,



Chuck DePrima, Deputy Director

Cc: Ald. Gatsas
Ald. Duval
Ald. O'Neil
Ald. Osborne
Ron Ludwig, Director
Kevin Sheppard, Deputy Director Public Works
Tim Clougerty, Facilities Engineer



LAUER ARCHITECTS, P.A.

118 PAIGE HILL RD., GOFFSTOWN, NH 03045

Tel. 603-497-8441 Fax 603-497-4557

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December 22, 2005

MEMO

To: Chuck Deprima

Re: Weston Tower

Chuck, here is a quick breakdown of PROBABLE costs for the project. In developing this budget, I worked with a general contractor who has done a fair deal of "picky" renovation and restoration work similar to what would be required for this project.

BUILDING CONSTRUCTION \$152,000

Includes the following:

- * General Conditions: permits, insurance, bonds, job trailer, supervision, equipment, toilets, overhead and profit, etc.
- * Sitework: loam and seed disturbed areas (everything inside the fence).
- * Masonry: tuckpointing, brick and granite repair, staging, cleaning.
- * Metals: sandblast stairs, repair treads, repair guardrail and main roof structure.
- * Carpentry: repair wood framing at observation platform, new subfloor, misc blocking.
- * Roofing: demo existing observation deck, new lead-coated copper roof at observation deck, repair main roof.
- * Doors & Windows: new entry door, frame and hardware, all new windows.
- * Painting: paint stairs, handrails, exterior metals and exposed wood.
- * Electrical: allowance of \$3000 for new fixtures and panel improvements.

CONSTRUCTION CONTINGENCY (10% of construction cost) \$15,000

- * In case anything was overlooked, or if we uncover some "concealed conditions"

SOFT COST (A/E fees, testing, legal, clerk, etc) \$21,000

SUBTOTAL \$188,000

INFLATION FACTOR (assuming this doesn't get built until summer 2007) \$8,000

TOTAL OF ABOVE COSTS \$196,000.

Hope this is helpful. Please call to discuss, or if you have any questions.



Kurt Lauer, President
LAUER ARCHITECTS

memo.1

NH LAND AND COMMUNITY HERITAGE REGISTER - CALL FOR PROJECTS - 2006

DUE DATE: December 31, 2005

Please complete a separate form for each project in your community and e-mail 1 photo per project to: info@lchip.org.

Additional forms can be downloaded from our website at www.lchip.org. Please make note of any financial or personal information you would like kept confidential.

City/Town where project is located: Manchester

Project Name: Weston Tower

Agency/Organization: City of Manchester

Contact Name: Dennis A. Hebert

Phone: (603) 624-6450

Email: dhebert@ci.manchester.nh.us

Type of Project: Place "X" in appropriate space below.

☐ Land Conservation
☒ Historic Preservation
☐ Study

Resource Details: (Briefly describe resource: type of land, acreage, year building was constructed, name of building.)

The Weston Observatory was dedicated on September 6, 1897 and is located at the summit of Oak Hill. The Weston Observatory is constructed of NH granite and stands 66 feet in height from base to finial. The floor of the outlook is 50 feet above ground. The summit of Oak Hill is 537 feet above sea level and the top of the observatory is 360 feet higher than Elm Street.

Estimated Total Project Cost (TPC): \$196,000

Estimated amount to be requested from LCHIP: \$98,000

Estimated year for project completion: ☒ 2006 ☐ 2007

Has the resource been identified in a local, regional or state plan for protection? If yes, please describe below in 10 words or fewer. ☒ Yes ☐ No

Designated on the National Register of Historic Places.

Brief description of potential project, including how your project is of local, regional and/or statewide or national significance. Include threat to resource and economic value associated with project. (50 words or fewer):

The Weston Observatory is a 19th century monument that is a key part of Manchester's historical heritage. As such it is a resource that transcends any economic benefit as the loss of this structure would be a cultural tragedy. It defines Manchester as a community.

**** This document should not exceed one page ****

Mail to: LCHIP, 10 Dixon Avenue, Concord NH 03301. You may also fax your submission to 603-224-5112. All submissions must be postmarked by December 31, 2005 in order to be included in the 2006 Register.